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ABSTRACT

An evaluation of the effectiveness of the English language training for Navy recruits at the English Technical Language School (ETLS) in Puerto Rico is reported. The study covers the period of December 7, 1981, to September 30, 1983. It tracked Puerto Rican Army National Guard (PRANG) personnel from completion of English language training through initial military training and fleet assignment. The report's contents include background information; descriptions of the ETLS and Navy recruit training programs; training evaluation data, including language proficiency examinations, recruit data, length of training, developmental training, and the company commander/instructor commentary; analysis of existing and alternative program costs; and conclusions and recommendations. The ETLS program's effectiveness was found to exceed the short-term Hispanic recruiting goals, and a long-term and positive impact was found even in the negative political climate of the location. Recommendations include program admission limitations, upgrading of facilities, criteria for personnel assignment, continued monitoring of English language trained personnel, and periodic economic analysis. Appendices include a memorandum of understanding between PRANG and the Navy, personnel and recruit data, standard operating procedures used at ETLS, the program of instruction, mission and curriculum outline, tracking system information, and summaries of commander interviews. (MSE)

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ENGLISH LANGUAGE TRAINING FOR PUERTO RICAN NAVY RECRUITS:
EVALUATION OF PILOT PROGRAM

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December 1983

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Naval Operations' Affirmative Action Plan to have 4.8 percent of the enlisted force Hispanic by 1986. However, many of these Puerto Rican citizens speak English only as a second language and need specialized training in the use of English to acquire the proficiency necessary for successful fleet integration.

Currently, the Navy is investigating several programs that provide remedial English language training. One of the training programs considered for Navy use is the English Technical Language School (ETLS) at Camp Santiago, Puerto Rico. The ETLS is managed by the Puerto Rico Army National Guard (PRARNG) for Army enlisted personnel prior to taking Initial Entry Training in CONUS. The success of this ETLS program is reported in this study.

This study evaluated the effectiveness of the English language training. The evaluation covered the period from 7 December 1981 to 30 September 1983. A tracking system was developed to track PRARNG personnel from the completion of the ETLS program through initial entry training in the CONUS to their initial fleet assignments. An economic analysis was conducted to determine the cost per trainee and to forecast costs should the program become institutionalized.

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SECTION I

INTRODUCTION

The Navy, as a part of its buildup by the Department of Defense (DOD), plans to increase its battlegroups from the present 13 to 15 by fiscal year 1991.¹ This proposed buildup will require an expansion of the Navy enlisted personnel end strength by 80,000 by 1988.² This projected manpower increase coincides with a decrease in the pool of available males in the 17 to 21 age group. It is estimated, starting in the mid-to late-1980's, that the DOD must recruit one of three qualified males from the population pool to meet recruiting needs. The Navy expects to experience problems in meeting personnel recruiting objectives because of the smaller pool of available personnel. Navy personnel objectives are further influenced by the Chief of Naval Operations (CNO) Affirmative Action Plan to have 4.8 percent of the enlisted force Hispanic by 1986.

The Commonwealth of Puerto Rico is a potential source for supplying personnel in the desired age group to meet the CNO's Affirmative Action Plan. However, many of these Puerto Rican citizens speak English only as a second language and need specialized training in the use of English to acquire the proficiency necessary for successful fleet integration. Currently, the Navy is investigating several programs that provide remedial English language training. One of the training programs considered for Navy use is the English Technical Language School (ETLS) at Camp Santiago, Puerto Rico. The ETLS is managed by the Puerto Rico Army National Guard for Army enlisted personnel prior to taking Initial Entry Training in CONUS.

BACKGROUND

For a number of years the Puerto Rico Army National Guard experienced a high attrition rate for newly enlisted personnel sent to CONUS to take Army Basic Training (BT). A significant factor contributing to this attrition was the inability of the Puerto Rican guardsmen to effectively use and comprehend the English language. As a result, the Puerto Rico Army National Guard (PRARNG) established the ETLS. The school's primary mission is to provide English instruction to newly enlisted guardsmen. Due to the success of the training program, which had resulted in lowered attrition rates for personnel sent to CONUS for BT, the Army requested that the Office of the Secretary of Defense take the necessary action to permit all military services to participate in the program.³ The Commander, Navy Recruiting Command recommended to the CNO that Navy participation in this program would

¹Chief of Naval Operations Fiscal Year 1983 Military Posture and Budget of the U.S. Navy Office of the Chief of Information, Rm 2E329, Pentagon, Washington, DC.

²Office of the Chief of Naval Operations Memorandum for Distribution, OP-01B:DPF:lcp of 6 July 1981.

³Memorandum for the Chief of Naval Operations (OP-13), CNRC/213/eb, 1500, Ser 2415 of 19 May 1980, Subj: English Language Training Program for Puerto Rican Enlistees.

have positive results in recruiting Puerto Rican personnel into the Navy.⁴ It was anticipated that this program would decrease attrition of Puerto Rican enlisted personnel in recruit training and Class "A" schools, and improve relations in the Hispanic community. This initiative would assist the CNO in the Navy Affirmative Action Plan to achieve a minority enlisted end strength of 4.8 percent by Fiscal Year 1986.⁵ As a result of a Memorandum of Understanding between the Deputy Assistant Secretary of the Navy (Manpower) and the Adjutant General Puerto Rico Army National Guard (see appendix A), the Navy was invited to utilize the ETLS for a pilot program. The CNO requested that the Chief of Naval Education and Training (CNET) serve as program manager for this project.⁶

Eligibility in the pilot program stipulated that a participating recruit: (1) meet minimum enlistment standards in accordance with Navy Recruiting Manual for Seamen, (2) be a high school diploma graduate, (3) achieve initially a score between 30-59 on English Comprehensive Level (ECL) Test, (4) have no prior military service, and (5) be male with no dependents. The time spent at ETLS was to be part of the normal 4-year enlistment for individuals recruited for this Navy pilot program.

The CNET designated the Chief of Naval Technical Training (CNTECHTRA) to conduct the project⁷ and the Training Analysis and Evaluation Group (TAEG) to evaluate the outcome of the effort.⁸ The TAEG tasking stipulated that the data analysis be suitable for comparison with the results from the Navy Verbal Skills Curriculum (VSC) evaluation reported in a previous TAEG study.⁹ Subsequent to this tasking, TAEG was directed to conduct a quick reaction study. The purpose of the quick reaction study was to conduct a cost and benefit comparison of the ETLS, the VSC and an Army pilot program conducted by the Defense Language Institute at Lackland Air Force Base.¹⁰

⁴ibid.

⁵Office of the Chief of Naval Operations, OPNAV Instruction 5354.3.

⁶CNO letter Ser 114/37156Z of 12 August 1981.

⁷CNET ltr N-22 of 21 August 1981, Subj: Conduct of a Navy Pilot Program at the Puerto Rico Army National Guard (PRARNG) English Technical Language School (ETLS).

⁸CNET ltr Code N-22 of 26 August 1981, Subj: Tasking for the evaluation of a Navy Pilot Program at the Puerto Rico Army National Guard (PRARNG) English Technical Language School (ETLS).

⁹J. P. Kincaid, W. M. Swope, C. J. Brown, B. Pereyra, and J. Thompson. Field Test of the Verbal Skills Curriculum, Technical Report 128, August 1982. Training Analysis and Evaluation Group, Orlando, FL 32813.

¹⁰W. M. Swope, D. R. Copeland, and J. P. Kincaid. Cost/Benefit Evaluation of Three English Language Training Programs for Potential Navy Use, Technical Report 134, October 1982. Training Analysis and Evaluation Group, Orlando, FL 32813.

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PURPOSE

This report presents the evaluation of the ETLS pilot program. The evaluation covers the period from 7 December 1981 to 30 September 1983. Criteria for the evaluation included:

- examine and report the effectiveness of the English language training with regard to productive service in the Navy and not merely recruit training survival
- develop a tracking system for the pilot program that would track the recruit through the training system until the trainee is assigned to the fleet
- provide an economic analysis that addresses the cost per trainee and forecasts costs should the program become institutionalized.

ORGANIZATION OF THE REPORT

In addition to this introduction, the report contains 4 sections and 10 appendices. Section II provides a description of the English Technical Language School (ETLS) that includes its history, the Camp Santiago training facilities, the curriculum, and the academic program. Also included is a description of the Navy recruit training that the pilot group completed. Section III presents the methods used in tracking recruits assigned to the pilot program and the results of their participation in the ETLS, Navy recruit training, follow-on school assignments and final fleet assignments. Section IV provides an economic analysis that includes costs per student and estimated costs assuming Navy ETLS uses the existing facilities at Camp Santiago. Section V presents the conclusions and recommendations concerning the ETLS.

The appendices provide in-depth information on a number of areas which impacted on the ETLS, the Navy pilot program, and the evaluation. Appendix A is the Memorandum of Understanding with the support agreement between the Department of the Navy and the Puerto Rico Army National Guard. This memorandum includes the specific provisions of support between the host (PRARNG) and the tenant (Navy). Appendix B is a summary of the characteristics of PRARNG enlisted personnel who have attended the ETLS and the U.S. Army Initial Entry Training since the inception of ETLS. Appendix C includes selected sections of the Standard Operating Procedures (SOP) used by the ETLS at Camp Santiago. These SOP topics include: (1) administration, (2) academic, (3) student procedure, (4) mess operation, (5) security, and (6) safety. Appendix D provides the ETLS Program of Instruction. Appendix E is an outline of the Navy Recruit Training course mission and curriculum the pilot personnel were required to complete. The curriculum outline provides descriptive information on the amount of academic training and administrative time provided in recruit training. Appendix F is a description of the development of the computer system for tracking recruit progress in training. Appendix G is the tracking data worksheet used for the Navy pilot program and the legend for the computer tracking system which was developed to support the evaluation of

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the ETLS pilot program. Appendix H is the individual Navy recruit computer training record for each Navy recruit associated with the pilot program. Appendix I is the comparison of the individual test results and training performances. Appendix J provides a summary of the interviews with the Navy Company Commanders assigned to Camp Santiago. The ETLS, Navy recruit training, follow-on skill training and fleet/shore assignment for each recruit are included. Individual identities are coded in compliance with the Privacy Act contained in USC 301, Department Regulations, Department of the Navy.

SECTION II

PROGRAM DESCRIPTION: ENGLISH TECHNICAL LANGUAGE SCHOOL AND NAVY RECRUIT TRAINING

This section provides a description of the initial training provided Puerto Rico Navy enlisted personnel associated with the ETLN Navy pilot program. Included in this section are a brief history of the ETLN, a description of the facilities at Camp Santiago, and a description of the ETLN program. A description of Navy recruit training flow and the remedial options at the Navy Recruit Training Command, Orlando, is also presented.

ENGLISH TECHNICAL LANGUAGE SCHOOL

The ETLN is operated by the Puerto Rico Army National Guard (PRARNG). The school is a tenant activity located at Camp Santiago near Salinas, Puerto Rico. Camp Santiago is the major training site for the Puerto Rico National Guard and is used for both weekend training and annual active duty for training.

The Army National Guard, like other reserve components, requires newly enlisted personnel to complete basic and initial skill training on active duty.¹¹ In the case of the Army National Guard this period of active duty normally is from 4 to 6 months depending on the Military Occupation Specialty (MOS) being trained. This active duty training includes 8 weeks of Basic Training (BT) followed by Advanced Individual Training (AIT) which varies in length depending on the MOS Program of Instruction (POI). If the Guardsman is preparing for an MOS associated with combat arms or combat support he/she will be sent to One Station Unit Training (OSUT). The OSUT training combines BT and AIT into a single program that qualifies the individual at the entry level for the MOS.

ETLN HISTORY. Historically, members of the Armed Forces from Puerto Rico have served their country with honor and distinction, but there has been a problem with English as a second language. The requirement for Puerto Rico Army National Guard newly enlisted personnel to take initial entry training in CONUS resulted in a large number of trainees being returned as "untrainable." It was determined by the Puerto Rico National Guard (PRNG) that the lack of English comprehension was the main reason for the large number of trainees returned from basic training prior to graduation. Many of the trainees reported being disoriented and without motivation since they did not understand the instruction. This resulted in the guardsmen feeling rejected and outside of the training environment. The PRNG recognized the need to prepare the Army Guard personnel by a pre-basic training program that would emphasize English comprehension.

The first ETLN training cycle was established on 16 June 1976. This 12-week program was funded from several sources. The "Rights to Work

¹¹National Guard Bureau Regulation 60-200, Enlisted Personnel Management, Department of the Army, 1 September 1978, Washington, DC.

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Administration" provided funds for a maximum of 120 students. These funds were used to pay some of the English instructors and as incentive pay for each student. Initial makeup costs were provided by funds from the Department of Public Instruction. Federal funds were provided by the National Guard Bureau for only the evening meal.

Two years later, on 12 June 1978, the National Guard Bureau provided federal funds to operate the entire messing support. This included funding for fully qualified National Guard personnel on Full Time Training Duty. Meals funded were prepared in accordance with guidelines established by the Department of the Army Master Menu. While some modifications were necessary because of PRARNG troop food preferences, the Basic Standards conformed to Army Regulation 40-25, the "14-Day U.S. Army Reserve Component Menu," DA SB 10-263.

On 9 April 1979, the ETLS was granted recognition as a Non-Resident Language Program by the Defense Language Institute (DLI), from Lackland Air Force Base, Texas. Subsequently, there has been close cooperation with DLI by the Director of ETLS and his academic staff. This has included onsite assistance by representatives of the DLI.

Since the start of the program in 1976, the percentage of Puerto Rico National Guard personnel attrited from Army BT has been reduced from 29 percent to 2 percent. In addition, the success rate of guardsmen (men and women) graduating from ETLS has greatly improved. Appendix B provides data concerning ETLS graduates by training cycle. Information is also provided on guardsmen completing Army conducted training in CONUS.

ETLS STANDARD OPERATING PROCEDURES (SOP). The Director of the ETLS and his staff have developed an indepth SOP for the management of the school. The SOP is updated to meet administrative changes from higher headquarters and to conform to the environmental and facility changes at Camp Santiago. The implementation of this SOP (see appendix C) was observed during the TAEG onsite visit. Staff and faculty members assigned to the ETLS were cognizant of the SOP and were adhering to the procedures. In addition, the SOP of the ETLS was compared with the Memorandum of Understanding between the Navy and PRARNG (appendix A).

Both the General Provisions and Specific Provisions of the memorandum were analyzed relating to the actual operation at Camp Santiago. The Adjutant General, PRARNG and the Commandant of ETLS did conform to the General Provisions. In addition, there was no conflict in the ETLS SOP and in the General Provisions. It should be noted that the Navy did not exercise the option to provide one E-4/5 petty officer (supply) to arrange for Navy-unique supply logistics. One of the Company Commanders (E-7/8) temporarily assigned to ETLS had to perform this function.

The Specific Provisions of the Memorandum of Understanding were addressed in the ETLS SOP. However, certain Army regulations controlling some of these provisions were not familiar to Navy personnel. For example, in the SOP for Mess Operations, the ETLS followed Army Regulation 30-1 and the menu conformed to Army Regulation 40-25. Navy managers assigned to the

Pilot Program were not familiar with these regulations. This situation was common to many areas of the Specific Provisions of the Memorandum of Understanding, as well as to the operational procedures of the ETLS.

This did not cause any major problems during the Navy pilot program conducted at the ETLS. As minor problems arose, they were handled between Navy Company Commanders and the Director of the ETLS. Prior to the start of the pilot program, considerable discussions had been held between the Officer in Charge (OIC), Navy Recruiting Class "A" Station in Puerto Rico, and the Director of the ETLS. This interface by the OIC provided excellent background to the Navy Company Commanders and other Department of the Navy representatives during assignments or visits to ETLS.

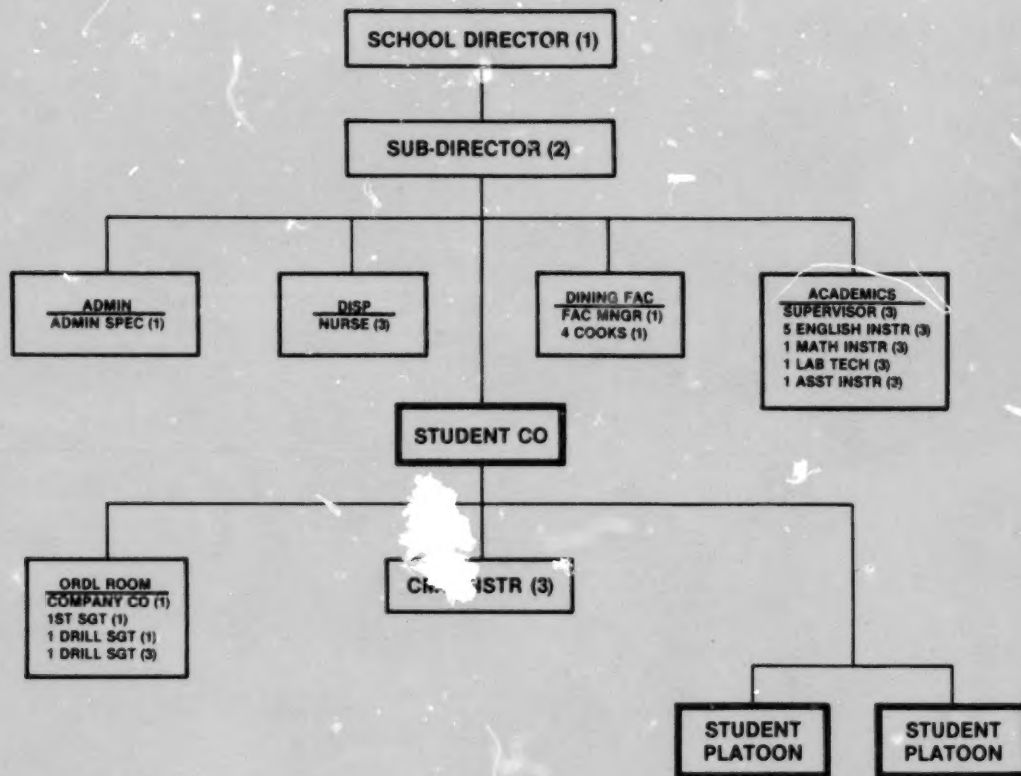
ETLS PROGRAM OF INSTRUCTION (POI). About the time the Navy pilot program associated with the ETLS was to begin, the length of the POI was reduced from 12 weeks to 9 weeks. This reduction was due to the withdrawal of funding support by the Comprehensive Employment Training Act in Fiscal Year 1982. As a result, the National Guard Bureau (NGB) was required to fund the entire project. The lack of NGB-dedicated funds required a reduction in the length of training and in the ETLS staff. The action by the NGB was not a negative reaction to the ETLS. The bureau considered the school a successful operation in assisting the PRARNG in maintaining its personnel enlisted strength during difficult recruiting times.¹²

ETLS Military and Academic Staff. The fiscal year 1982 funding was designed to support 10 Full Time Training Duty (FTTD) personnel, one technician, and 12 contract military and academic instructors. The ETLS organization (figure 1) provides the leadership, administrative, support, and academic staff to conduct an independent operation. Both male and female trainees are assigned to ETLS prior to starting Basic Training in CONUS. Therefore, the ETLS director has both a male and female Drill Sergeant on his staff. They function in a manner similar to Drill Sergeants at U.S. Army basic training centers in CONUS.

In addition to the military staff, the ETLS has a civilian instructional staff. The academic supervisor has 11 civilian instructors, each certified as a teacher according to the Puerto Rico Department of Public Instruction. Most are graduates of Puerto Rico universities. All appeared to have excellent fluency in English and excellent control in the classrooms. The instructors' enthusiasm and skill are certainly major reasons for the high morale among students.

Instruction Techniques. Army guard and Navy recruits were initially placed into one of 10 classes of skill level according to the results of the DLI's English Comprehension Level (ECL) Test and a short interview conducted in English. The trainees were reassigned to classes as a function of their progress. This was determined in a weekly staff meeting of the

¹²National Guard Bureau ltr OAC-ARO-ME of 4 September 1981, subj: Puerto Rican English Language School Funding, FY 1982.



NOTE: STATUS OF PERSONNEL
 (1) FULL TIME TRAINING DUTY
 (2) TECHNICIAN
 (3) CONTRACT (MILITARY/CIVILIAN INSTRUCTOR)

Figure 1. English Technical Language School Organization

instructional staff. About two-thirds of the Navy recruits were placed in the top two classes at the start of the seventh week of instruction.

ETLS Facility. The ETLS is located at the PRNG Camp Santiago (figures 2 and 3). The primary mission of Camp Santiago is to provide to Puerto Rico National Guard personnel an environment for conducting annual active duty for training and monthly weekend training. During nontraining periods, except for the ETLS, the camp is manned by a small detachment of personnel that provides security, limited administrative operations, and maintenance.

Camp Santiago is located just off an interstate highway that runs between San Juan in the north and Salinas and Ponce on the south shore of Puerto Rico. It provides an excellent route to the north and to Caguas in the middle of the island. However, the road from Caguas to the U.S. Naval Station, Roosevelt Roads, is most difficult.

There are ample buildings and classrooms to meet the requirements of the ETLS including the Navy students that were integrated into the program. Typical classroom buildings and academic classrooms are shown in figures 4 and 5. All classes are small with a teacher-student ratio ranging from 8 to 12 students to one instructor with the exception of the ETLS reading laboratory, figure 6.

All students are billeted in single deck barracks (figure 7). The head facilities are in a separate building from the sleeping compartment (figure 8). This single deck construction is typical of the tropical climate and is designed to take maximum advantage of the prevailing trade winds that moderate the climate of Puerto Rico. There is a separate barracks compound for women who participate in English language training at Camp Santiago. The ETLS administrative, messing, and classroom areas (figure 9) are located about one-quarter of a mile from the barracks area.

During the pilot program, all Navy recruits were housed in a separate barracks from the Army Guard personnel. This allowed the Navy company commanders to provide orientation in the Navy method of keeping compartments.

NAVY RECRUIT TRAINING

Upon completing the ETLS, the Navy enlisted personnel were transferred to the Recruit Training Command, Orlando, Florida, to complete Navy initial entry training. The following is a description of the Recruit Training program flow and the remedial options within the training program.

Navy Recruit Training is conducted in a structured environment designed to facilitate the individual's behavioral adjustment to the Navy and provide early identification of those recruits unsuited to the Navy. Recruits are assigned to training companies of approximately 70 persons (companies range in size from a minimum of 50 persons to a maximum of 80 persons). Recruits assigned to the newly formed companies progress through a training program that provides indoctrination and orientation in basic skills that transition them from civilians to productive dedicated members of the Navy and prepare



Figure 2. Entrance to Camp Santiago



Figure 3. Administrative Offices, English Technical Language School



Figure 4. Typical Classroom Building at the English Technical Language School



Figure 5. Army and Navy Trainees Participating in Oral English Practice, English Technical Language School

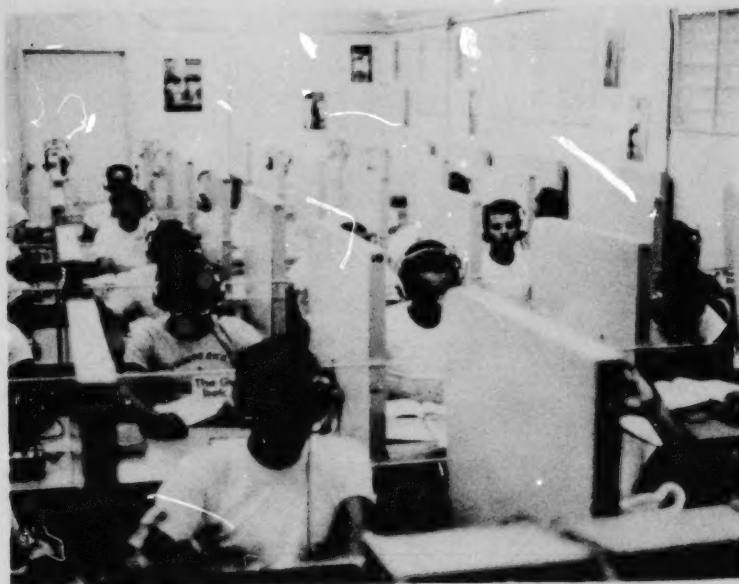


Figure 6. Army and Navy Trainees Participating in Laboratory Examination, English Technical Language School

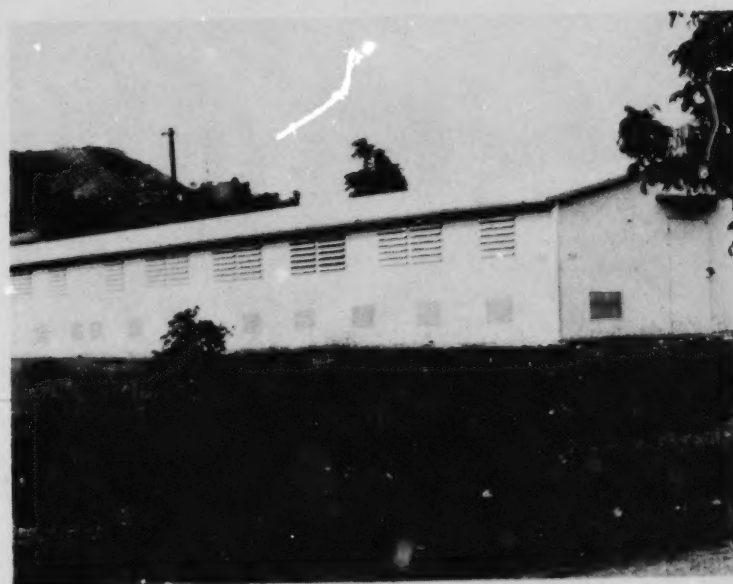


Figure 7. Navy Barracks that are Similar to Army Barracks at English Technical Language School



Figure 8. Separate Head Facilities of Barrack Compound,
English Technical Language School



Figure 9. English Technical Language School Administrative,
Messing, and Classroom Areas

them for follow-on specialized training. Figure 10 illustrates the flow of Navy Recruit Training. For most recruits, the 7.7 weeks of training flows from the initial formation of the company to graduation without any deviation. However, some recruits require remediation for a variety of reasons. These reasons, together with the appropriate remedial options in effect at the time of the study, are presented in the remainder of this section.

INITIAL FORMING FUNCTIONS. This phase includes initiating records, accomplishing medical/dental procedures, security checks, and achievement testing. Orientation and motivational programs, legal, family, and chaplain briefings are provided to acquaint the trainee with the services available to him/her as a service member. This is primarily a nontraining phase, but some training functions including instruction and practice in marching and formation procedures, proper wear of uniform, bunk makeup, and physical fitness training will be ongoing from day one. At this point, a recruit may be separated from the training company by either medical hold or academic remedial training.

Medical Hold. Recruits may be placed in medical hold for medical examination/evaluation of physical conditions which may prohibit the recruit from successfully completing training with the assigned company. Depending upon the outcome of such evaluations and/or Medical Board Review, the recruit may be returned to training or discharged.

Academic Remedial Training (ART). All recruits are tested in the first week of training to assess reading proficiency. All recruits scoring a reading grade level (RGL) equivalent score of less than 7.0 on the Gates-MacGinitie Reading Test are retested for verification. Those achieving an RGL score of between 4.0 and 7.0 are referred to the Literacy Skills Module of ART. Those scoring less than 4.0 RGL are referred to the Navy Aptitude Board for discharge because of insufficient skills to complete training.

The Literacy Skills Module is designed to remediate reading skill. When a recruit successfully completes the module, demonstrated by increasing the reading score to the acceptable level, he/she is placed in a recruit company and continues training. Recruits who do not increase their reading scores to the level necessary to complete training are referred to the Recruit Aptitude Board (RAB) for evaluation of the recruit's potential. The RAB has the option of sending the recruit back to training or recommending discharge by the Navy Aptitude Board.

ART has a second module, Verbal Skills (VS), that is designed to improve oral English skills, particularly speaking and listening. (The language proficiency of PRARNG recruits was a critical element of the program evaluation; thus, PRARNG recruits were not eligible for VS remediation.) Recruits are referred to this module by company commanders and are accepted after an individual evaluation. As with the Literacy Skills Module, recruits must demonstrate increased oral language proficiency to be returned to training or they may be discharged.

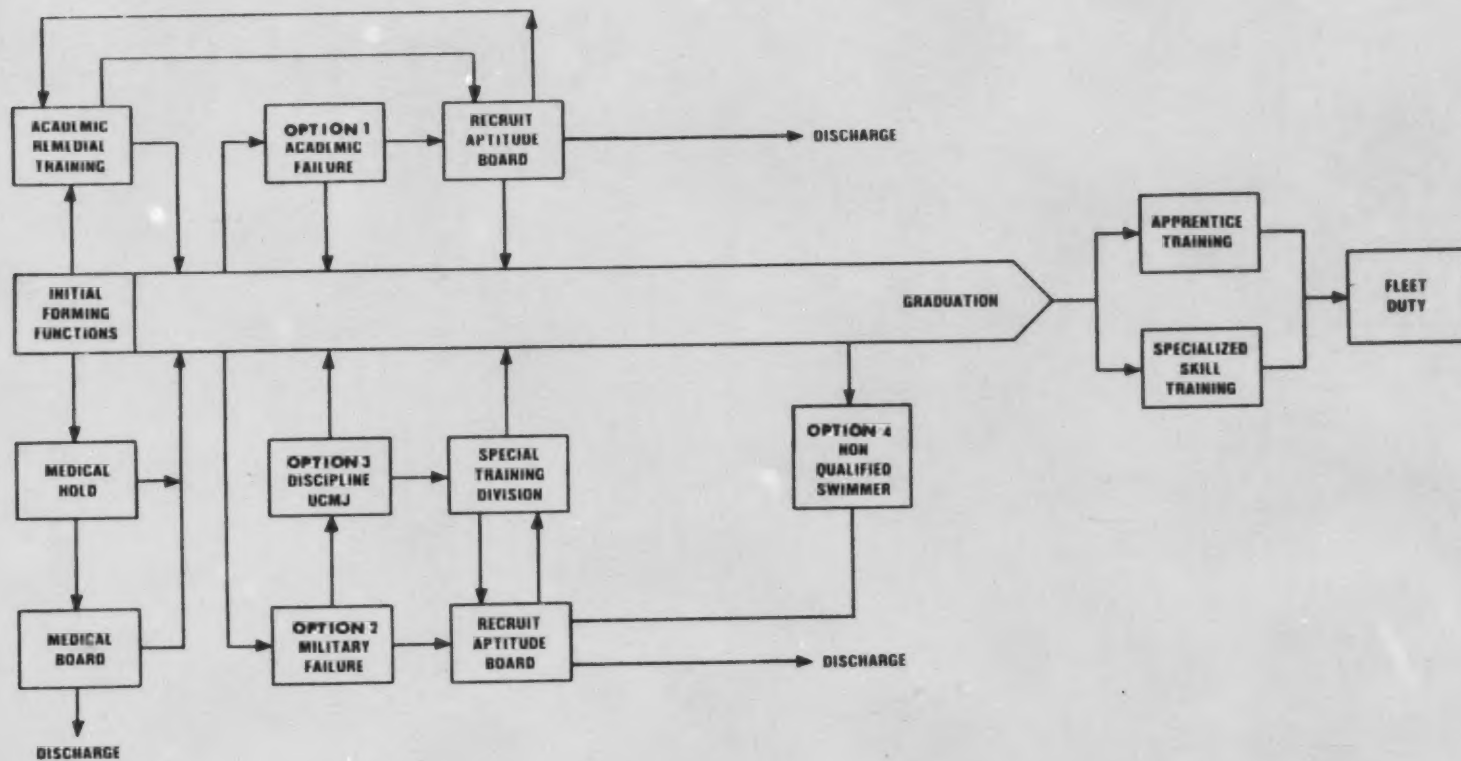


Figure 10. Flow of Navy Recruit Training

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RTC TECHNICAL TRAINING. This phase of training provides recruits with concentrated training in general military subjects, procedures and routines. In this phase, recruits experience problems in either the academic subjects or they may encounter problems meeting the military requirements. In each instance, the recruit will be given the opportunity to correct the deficiencies, but if problems continue, a review is made of the recruit's progress. A determination is then made as to whether or not a recruit should continue in training.

RECRUIT APTITUDE BOARD. The Recruit Aptitude Board (RAB) is composed of a division officer (leading chief petty officer) and an active company commander. They evaluate a recruit's performance and can recommend setbacks in training, psychological evaluation by the Recruit Evaluation Unit, or evaluation by the NAB.

There are four options that can be exercised to evaluate the recruit and determine if extra training or discharge is the viable action. These options are identified in figure 10 and are discussed below.

Option 1: Academic Failure. Recruits who fail one or more of the four academic tests administered in RT are identified as academic failures. Recruits are retested the next day and if they do not achieve the minimum passing score, they are referred to the Academic Review Board (ARB). The ARB may set the recruit back in training to repeat or recover the topic instruction or, if failures are repeated, refer the recruit to the RAB for evaluation.

Option 2: Military Failure. Recruits who have demonstrated a repeated substandard performance in meeting RT standards, failed inspections repeatedly, or are discipline problems, etc., may be referred to special training divisions for extra military instruction, legal hold or to the Recruit Evaluation Unit for evaluation by the RAB. Recruits who do not demonstrate increased competency in performance after being counseled and instructed may be referred to the NAB for determination as to suitability to continue training.

Option 3: Discipline/Uniform Code of Military Justice (UCMJ). Discipline/UCMJ hold is utilized under the following circumstances: the recruit is (1) a bonafide escape risk, (2) emotionally unstable, suggesting danger to himself or others, (3) charged with drug addiction or drug use, or (4) charged with, pending investigation, serious offenses. Depending on the outcome of the legal investigation, the recruit may be sent to a special training division, retained in legal custody, or referred to the NAB for discharge.

Option 4: Nonqualified Swimmer. All Navy recruits must demonstrate minimum proficiency in swimming and staying afloat. If a recruit does not meet the standard after remedial swimming instruction, the recruit is referred to the Navy Aptitude Board (NAB) for possible discharge.

NAVY APTITUDE BOARD. The Navy Aptitude Board (NAB) is composed of an officer (usually a lieutenant commander), a senior enlisted (E-9), and a representative of the Recruit Evaluation Unit (a psychiatrist, psychologist,

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or chaplain). This board evaluates the recruit's performance and makes a direct determination on whether or not a recruit will be discharged. (The NAB was discontinued in the fall of 1982.)

POST RT GRADUATION. After completing recruit training, a recruit will be assigned to one of the following options based on his/her vocational qualifications and/or career goals. Upon completion of either phase, the recruit will be assigned to fleet duty.

Specialized Skill Training. Recruits who meet the qualifying standards are assigned to Navy Class "A" schools which provide basic technical knowledge and skills required for a specific Navy rating or further specialized training.

Apprentice Training. Recruits who do not have a specific career goal or have not qualified for specific specialized skill training will be assigned to Apprentice Training (AT). Apprentice Training is a 4-week program of intensive instruction prior to fleet assignment as an airman, fireman, or seaman apprentice.

SECTION III

TRAINING EVALUATIONS

This section contains a description of the methods used and the computerized systems developed to track the progress of PRARNG personnel from the completion of the ETLN program, through initial entry training in the CONUS, to their initial fleet assignment. Also included in this section are the: (1) English proficiency evaluations prior to CONUS training, (2) proficiency evaluation in the native language, (3) initial entry screening, academic and performance evaluations, and (4) follow-on training academic and performance evaluations. The training companies to which the PRARNG recruits were assigned served as the control group for purposes of comparison. Conclusions based on the data are provided.

EVALUATION OF TRAINING

TRACKING/TECHNICAL APPROACH. The initial tasking of the PRARNG pilot study included a requirement to develop a method of tracking that provides precise information about individual and group progress. The type of information available on each Navy recruit was identified and a worksheet that summarized this information was developed. Data collected on each PRARNG recruit were compiled on the worksheet. Appendix G contains a sample of the worksheet. This worksheet was then used to automate tracking through the training cycle. The computerized program allowed the large amount of data collected on each PRARNG recruit to be stored in an organized manner for easy future retrieval. Appendix G also contains an explanatory legend of the type of information contained in the program.

The program developed was designed to fulfill four main functions: (1) store collected data, (2) produce complete printed summary reports of each individual or the group, (3) provide a means of sorting the records by a specific topic (e.g., a specific test), and (4) calculate the mean values and standard deviations of various data items as required. An additional feature of the printing function was the ability to produce reports in a restricted (masked to prevent individual identification) or nonrestricted (individuals identified) format. A complete description of the computer program development is given in appendix F. Data on each recruit were entered into the computer program as it was obtained. The progress of each PRARNG recruit was followed from initial entry at RTC Orlando to initial fleet assignment.

Permission was obtained from the Chief of Naval Technical Training (CNTECHTRA) to use the Military Personnel Information System (MILPERSIS) to track individuals in the PRARNG pilot program. The MILPERSIS is a computer system that links all CNTECHTRA commands to a centralized computer records center. Records of all personnel assigned to training programs are kept and it is possible to easily determine the location of an individual. Biweekly use of this computerized system permitted continuous tracking of individuals from recruit training to Apprentice Training or "A" School assignments. Reassignments, such as those caused by setbacks in training, were easily counted. In addition, the computerized MILPERSIS records reported fleet

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duty assignments which are carried for 90 days after the assignment is made. Information obtained from the MILPERSIS computer was transferred into the computerized tracking program. Information obtained in the tracking process was also used to provide interim status reports to various commands interested in the progress of the study.

While the use of the MILPERSIS computer system provided much information about where the recruit had been and for how long, it did not provide any information about the actual events in the training process. To obtain this information, it was necessary to examine recruit training records. These records, maintained on each training company, provide detailed information about academic performance, physical training, and military performance measures.

As each PRARNG recruit completed recruit training, the records of the entire training company were examined. From these records, it was possible to extract information about the progress or problems experienced in RT. Records were also obtained from each Apprentice Training company to which PRARNG recruits were assigned. The information obtained on individual PRARNG recruits was then entered into the computerized program. Appendix H provides the records derived by this procedure.

The training records of PRARNG recruit peers in RTC were compiled in a separate data bank for comparative purposes. A total of 15 recruit companies, 1,082 male recruits, were used.

LANGUAGE PROFICIENCY EXAMINATIONS

Prior to beginning training at CONUS, personnel of the PRARNG study were subjected to a number of standardized tests. A brief discussion of each test is provided together with the results. Appendix I provides data on individual score and performance ratings which more fully illustrate the wide ranges within this group.

ENGLISH COMPREHENSION LEVEL (ECL) TEST. The ECL test was developed by the Defense Language Institute (DLI) to screen foreign troops who were to receive military technical training in the U.S. The test is designed to test proficiency in listening comprehension and in reading English.

The ECL was administered to the PRARNG recruits at the beginning of training at Camp Santiago and again upon arrival at RTC Orlando. Table 1 shows the results of both test administrations and the gain in scores that occurred after the ETLS had been completed. Thirty-six recruits were tested initially, but the number of the study group retested had decreased to 34 due to discharges from the program. The mean score of the pre-ECL test was 46.8 with a range of 13 to 86. ECL scores obtained when PRARNG recruits were retested at RTC Orlando had a mean score of 64 with a range of 32 to 86. All recruits except one showed a gain in ECL scores after completing the ETLS. Mean gain was 17 points.

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TABLE 1. ENGLISH LANGUAGE PROFICIENCY OF PRARNG RECRUITS PRIOR TO AND AFTER COMPLETION OF ENGLISH TECHNICAL LANGUAGE SCHOOL

	Number	Mean Score	Standard Deviation	Gain
Initial	36	46.8	17.2	-
Completion	34*	64.0	11.8	17.3

*Two recruits discharged prior to transfer to CONUS did not complete ETLS training.

THE ENGLISH TECHNICAL LANGUAGE SCHOOL (ETLS) TEST. The ETLS Test is a criterion-referenced test and pertinent to the curriculum of the ETLS. It yields a combination score of written and oral English, mathematics, and the military phase of the school. The student is required to attain 70 points total with a minimum of 50 points in English. PRARNG recruit scores ranged from 61 to 100 points with a mean of 87.7 (table 2).

TABLE 2. ENGLISH TECHNICAL LANGUAGE SCHOOL CRITERION SCORES OF PRARNG RECRUITS

Number Tested	34
Mean Score	87.7
Standard Deviation	9.1
Range of Scores	61 to 100

TEST OF READING - SPANISH, LEVEL 5 (SPANISH TEST). The Test of Reading - Spanish, Level 5 (Guidance Testing Associates) is a test written in standard Spanish. It was designed to assess the reading capabilities of students in grades 10, 11, and 12 who speak Spanish as their native language. It was administered to the PRARNG recruits to obtain a comparative score of the recruits' ability unhampered by language difficulties. Raw scores ranged from 21 to 105 with a mean of 58. For reporting purposes, scores were converted to percentile scores. The mean raw score, 58, converts to a percentile ranking of 93. Scores are given in table 3.

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TABLE 3. PRARNG RECRUIT PERFORMANCE--THE TEST OF READING--SPANISH, LEVEL 5

Number Tested	35
Mean Raw Score	58
Standard Deviation	17.2
Range of Scores	21 to 105

RECRUIT DATA

These data include educational background, reading test, academic scores, military inspection performance, physical training, setbacks in training and causes, and meritorious achievements. There is some overlap in reporting as the factors are interrelated.

YEARS OF EDUCATION. The number of years of education of the PRARNG recruits ranged from 12 to 16 years with a mean of 13 years. This is above the 11.6 mean of the average Navy recruit.

GATES-MACGINITIE READING TEST, LEVEL D. The Gates-MacGinitie Reading Test, Level D, is administered to all recruits during the first week of Recruit Training. PRARNG recruit scores ranged from <2.4 to 12.5+. The PRARNG RGL mean score of 5.9 is considerably lower than the 10.5 mean RGL of their recruit peers (table 4).

TABLE 4. GATES-MACGINITIE READING TEST, LEVEL D

	PRARNG Recruits	Regular Recruits
Number Tested	34	1,082
Mean Reading Grade Level (RGL) Scores	5.9	10.5
Reading Grade Level Score (RGL) Ranges	< 2.4 to 12.5+	4.5 to 12.5+

Sixteen of the thirty-one PRARNG recruits, including those referred to Academic Remedial Training for remediation, had RGL scores below the 7.1

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level which is considered the minimum necessary to successfully complete recruit training. (Individual scores on the initial reading test and the retest after ART remediation are contained in appendix I.)

ACADEMIC PERFORMANCE. Academic performance is evaluated by four academic tests. These tests are of a multiple-choice, matching format on topics of Navy orientation, military functions, and skill training. A criterion score of 250 points is required for mastery. Comparison of regular recruits' and the PRARNG recruits' performance is made in table 5. On all four academic tests, the regular recruit mean was consistently higher.

TABLE 5. COMPARISON OF ACADEMIC SCORES FOR REGULAR RECRUITS AND PRARNG RECRUITS

Test	Recruit Mean	PRARNG Mean	Difference
1	330	318	12
2	321	304	17
3	323	315	08
4	325	315	10

INSPECTION RECORD. Eight inspections occur during the Recruit Training cycle. These inspections (two bunk and barracks, two locker, two personnel, and two infantry) evaluate the recruit's ability to meet military standards of cleanliness/maintenance, attention to detail, uniform wear and care, and military drill. Comparative performance of the PRARNG recruits and regular recruits in these inspections is summarized in table 6. Fifty-six percent of the regular recruits completed all inspections satisfactorily as did 55 percent of the PRARNG recruits. Of the regular recruits, 32 percent were rated unsatisfactory on one inspection as were 39 percent of the PRARNG recruits. A smaller proportion of the PRARNG recruits (3 percent) were rated unsatisfactory on two inspections than were the regular recruit population (11 percent). Of the regular recruits, 11 (1 percent) were rated unsatisfactory on three inspections. One PRARNG recruit (3 percent) was rated unsatisfactory on four inspections.

Of the 31 PRARNG recruits, 14 acquired all unsatisfactory ratings. Seventeen PRARNG recruits experienced no difficulties with this phase of Recruit Training.

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TABLE 6. INSPECTION PERFORMANCE

	Regular Recruits		PRARNG Recruits	
	n	%	n	%
Satisfactory - all inspections	610	56	17	55
Unsatisfactory - one inspection	342	32	12	39
Unsatisfactory - two inspections	119	11	1	3
Unsatisfactory - three inspections	11	1	-	-
Unsatisfactory - four inspections	-	-	1	3
Total	1,082	100	31	100

Table 7 compares the separate inspection performance of regular recruits and the PRARNG recruits. The large proportion of PRARNG recruits (32 percent) rated unsatisfactory on the 4-5 day locker inspection demonstrates the difficulty the PRARNG recruits had in comprehending and acquiring instructions based entirely on oral lectures of the company commander.

TABLE 7. INDIVIDUAL INSPECTION COMPARISON

	Unsatisfactory Regular Recruits		Unsatisfactory PRARNG Recruits	
	n	%	n	%
Day 3-3: Personnel	70	6	0	0
3-4: Infantry	29	3	1	3
4-2: Bunk and Barracks	79	7	2	6
4-5: Locker	203	19	10	32
6-2: Bunk and Barracks	46	4	3	10
6-4: Locker	80	7	1	3
6-5: Infantry	13	1	0	0
7-2: Personnel	38	4	1	3

APPRENTICE TRAINING (AT). Twenty-two PRARNG recruits were assigned to AT. Twelve of these recruits (54 percent) completed AT with course averages above the class mean. Nine recruits (41 percent) had course scores below the class mean and one recruit (5 percent) had an academic average that equalled the class mean. (See table 8.)

TABLE 8. PRARNG APPRENTICE TRAINING (AT) ACADEMIC COMPARISON

Apprentice School	Number Assigned	No. Above Average	No. Below Average	Number Equal to Average
Airman	3	2	1	-
Fireman	2	0	2	-
Seaman	<u>17</u>	<u>10</u>	<u>6</u>	<u>1</u>
Total	22	12 (54%)	9 (41%)	1 (5%)

LENGTH OF TRAINING

RECRUIT TRAINING (RT). Recruit Training occurs over a 7.7 week period (59 calendar days). Table 9 summarizes the number of days each PRARNG recruit required to complete RT. Seven of the PRARNG group (23 percent) completed RT within the time frame of the normal RT of 7.7 weeks. This group includes recruits who totaled 66 days or less since an attempt was made to stagger the PRARNG recruits into several companies. The time required by PRARNG recruits to complete RT ranged from 59 to 150 calendar days. Mean time required by the PRARNG recruit to complete RT was 70 days. One recruit company training cycle was extended 1 week due to disciplinary action.

TABLE 9. PRARNG PILOT GROUP CALENDAR DAYS IN TRAINING

Assigned	Mean (Days)	Range (Days)
Recruit Training	70	36 to 111
ART	35	23 to 53
Total RTC	95	52 to 150
Apprentice Training	27	22 to 45

ACADEMIC REMEDIAL TRAINING (ART). Academic Remedial Training is provided for those recruits who do not have the reading or verbal (oral communications) skills necessary to complete Recruit Training. The nature of this study precluded any PRARNG recruits being admitted to the Verbal Skills Program; however, since remedial help was clearly needed the PRARNG recruits were referred to the reading and study skills programs as necessary. As shown in table 10, the average length of time in ART for most recruits is 14 days; the average for the PRARNG group was 35 days. Approximately 3 percent of the recruit population required ART while 23 of the 31 PRARNG recruits (74 percent) were assigned to ART.

TABLE 10. RECRUITS ASSIGNED TO ART

Average	Regular Recruits	PRARNG Recruits
No. of days assigned	14	35
No. of men assigned*	32/1082 (3%)	23/31 (74%)

*Total reflects the total number of men in the training company to which PRARNG recruit was assigned.

APPRENTICE TRAINING. Apprentice Training occurs over a period of 15 classroom (21 calendar) days with slight variations of time as ATs must sometimes wait for a training cycle to complete and new classes to form. PRARNG apprentices ranged from 22 to 45 calendar days in AT with a mean length of 27 calendar days (table 9) (excluding the apprentice reassigned after 7 days). Two PRARNG apprentices were recycled in training because of academic problems. One seaman apprentice unit was frozen in training for 1 week due to disciplinary actions.

SETBACKS IN TRAINING. Recruits in training may be set back in the training cycle for a number of reasons. Academic setbacks include assignments to ART for the reading or verbal skills remediation programs, repeated failures on any of the four academic tests administered in the cycle, or failure to acquire military procedures. Nonacademic setbacks include failure to meet physical fitness requirements, discipline problems, medical problems, or emergency leave. A setback usually extends the time required to complete RT (table 11).

Nonacademic Setbacks. Approximately 5 percent of the regular recruit population were setback due to nonacademic reasons. Of the PRARNG group, two recruits (6 percent) were setback because of disciplinary actions.

Academic Setbacks. Approximately 3 percent of the recruit population were setback due to academic problems. Four of the PRARNG group (13 percent) experienced setbacks due to decisions of the Academic Review Board.

TABLE 11. PROPORTIONAL COMPARISON OF REGULAR AND PRARNG RECRUIT ACADEMIC FAILURES AND SETBACKS

	Regular Recruits	PRARNG
Assigned ART	32/1082 (3%)	22/31 (74%)
Failed One Academic Test	100/1082 (9%)	10/31 (35%)
Failed Two or More Academic Tests	42/1082 (4%)	5/31 (16%)
Academic Setbacks	33/1082 (3%)	4/31 (13%)
Nonacademic Setbacks	52/1082 (5%)	2/31 (6%)

Academic Test Failures. Four academic tests are administered in the training cycles. These tests are of a multiple-choice/matching format on topics of Navy orientation, military functions, and skill training. A minimum score of 250 is required for mastery. Approximately 9 percent of the regular recruit population failed one academic test as compared to 35 percent of the PRARNG group. Approximately 4 percent of the regular recruit population failed two or more academic tests compared to 16 percent of the PRARNG group.

"A" SCHOOL

Eight of the PRARNG personnel were assigned to various "A" schools. Table 12 summarizes the "A" School data including location, length of stay, class standing or performance evaluations and pertinent comments.

Final status of PRARNG personnel assigned to "A" Schools is shown in table 13. Three PRARNG personnel who were assigned to "A" Schools were not able to meet either performance or academic criteria. Five PRARNG personnel completed "A" training. Three received the "A" School training, completing with a performance evaluation that was typical of the students assigned to that particular school. One received a Letter of Commendation for an outstanding academic performance. A second individual who was typified as an exceptional student recommended for advancement to E-4 as part of the Navy's Accelerated Advancement program was assigned to specialized electronic training after completing "A" School.

COMPANY COMMANDER/INSTRUCTOR COMMENTARY

Tables 14 and 15 reflect comments which were extracted from recruit and apprentice training records. The comments provide insights into the problems experienced by the PRARNG personnel. The comments indicate how the PRARNG recruits were evaluated by training personnel. Of significance are

TABLE 12. "A" SCHOOL PLACEMENT AND PERFORMANCES

Recruit*	School	Type of Instruction	Time Required	Evaluation		Standing	Comments
				Average	Performance		
1251	JOBS-NATTC NAS Millington, TN	Lockstep	40 instruction days	.96		1 of 7	Received Letter of Commendation.
	BE/E NTC Orlando, FL	Self-paced	163.3 hours		.4	Exceptionally good	Material covered in a speedy manner.
	NTTC, Tech Training Corry Station, Pensacola, FL	Group-paced		Phase I: 75 Phase II: 82			Average student.
3117	NTTC, Meridian, MS	Lockstep		Dropped			Could not achieve qualifying typing speed required.
3214	JOBS-Elect. San Diego, CA	Lockstep			Good		Recommend further training.
	BE/E San Diego, CA	Self-paced			Exceptional; Highly recommended		Rated outstanding on military procedures.
	IC San Diego, CA	Self-paced	208 hours	83%			Recommended to E-4 in Accelerated Advancement Program. Only second student at IC school so recommended. Advanced to E-3 at completion of "A" School.
	DRAI/DRT		20 instruction days	79.5%		6 of 6	Did well on practical applications and lab work. Had trouble with written exams because of language. Asked few questions during instruction.
1292	MM School Great Lakes, IL	Self-paced		Dropped - lack of academic knowledge			

*Identity coded to comply with Privacy Act.

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TABLE 12. "A" SCHOOL PLACEMENT AND PERFORMANCES (continued)

Recruit*	School	Type of Instruction	Time Required	Evaluation		Standing	Comments
				Average	Performance		
4062	MM School Great Lakes, IL	Self-paced	55 days				Average
4517	JOBS	Lockstep	59 days	Passed			Average
	EN School	Self-paced	76 days	88.31			
3576	JOBS	Lockstep	25 days	Passed			Dropped - lack of academic knowledge
	MM School Great Lakes, IL	Self-paced					
3985	MM School	Self-paced	90 days	86.67			Average

*Identity coded to comply with Privacy Act.

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TABLE 13. "A" SCHOOL COMPLETION AND FLEET ASSIGNMENT

RECRUIT	"A" SCHOOL	COMPLETION	FLEET ASSIGNMENT
1251	JOBS-NATTC NAS Millington, TN	Yes	NTTC, Pensacola, FL
	BE/E SSC Orlando, FL	Yes	
	NTTC, EW Tech Training Pensacola, FL	Yes	
3117	NTTC, YN School Meridian, MS	No	USS Nimitz (CVN-68), Norfolk
3214	JOBS-ELECT San Diego, CA	Yes	USS O'Bannon (DD-987), Miami
	BE/E San Diego, CA	Yes	
	IC San Diego, CA	Yes	
	DRAI/DRT San Diego, CA	Yes	
1292	MM School Great Lakes, IL	No	Shippingport (ARDM 4), New London
4062	MM School Great Lakes, IL	Yes	USS Yosemite (AD-19), Miami
4571	JOBS Great Lakes, IL	Yes	USS Fort Fisher (LSD-40), San Francisco
	EN School Great Lakes, IL	Yes	
3576	JOBS Great Lakes, IL	Yes	USS Vulcan (AR-5), Norfolk
	MM School Great Lakes, IL	No	
3985	MM School Great Lakes, IL	Yes	USS Dale (CG-19), Miami

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TABLE 14. RTC COMPANY COMMANDER COMMENTS ON RECRUIT TRAINING RECORDS

Recruit	Date	CC Comment
1292	18 Jan	Seaman Recruit (SR) has a problem understanding English. Recommend ART to develop reading skills. SR wants to be in the Navy and has a positive attitude.
3214	22 Jan	SR has tried to communicate with fellow shipmates and with Company Commander to learn duties and responsibilities of a recruit but can only communicate at bare minimum. With the help of Division Teaching Aid (TA) who speaks and understands Spanish language, SR was counseled and then found out that recruit understands very little. This information was turned over to Division Six Lead Petty Officer who then called ART who told Division Lead Petty Officer to wait until 2-5 DOT to see how SR performs. Talked to SR with the help of Division TA; SR wants to work and make it through basic training and on into the Fleet. But again says he doesn't always understand what is said. After all this I took SR into my office and asked him chain of command, order to the sentries and to identify the flash cards of rate/ranks. He knew them <u>all</u> .
4237	29 Jan	SR has approached his company commanders about not being able to keep up in training. He claims he can not understand anything, and has problems keeping up with his fellow recruits. Had been in remedial reading for some time.
	1 Feb	Division 4 screening: Recruit has only a minimal understanding of English. He doesn't want to be in the Navy. He wants to go home. He is using his language barrier and claiming not to understand anything. Recommend Recruit Test Failure (RAD) Discharge Code for discharge.
4643	29 Jan	SR has approached his company commander about his inability to communicate with instructors and fellow recruits although recruit has been in remedial reading for some time. I don't know how this can be.
	1 Feb	Division 4 Screening: Recruit barely knows a few words of English. He can't communicate at all. He can't keep up, is lost and confused. Wants to go home. Recommend discharge as Remedial Reading Training Failure to Navy Aptitude Board for discharge. NAB returned to unit - SR not making any attempt to utilize English. SR returned to company until first "A" test. SR has very little potential.

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TABLE 14. RTC COMPANY COMMANDER COMMENTS ON RECRUIT TRAINING RECORDS
(continued)

<u>Recruit</u>	<u>Date</u>	<u>CC Comment</u>
3818	17 Feb	SR tends to use language difficulties as a crutch, states he has hard time understanding English. His "A" test grades do not effect that much problem.
3117	23 Mar	Recycle to 2-5 to repeat classes for second A-test. ART could not accept SR in its program for a second time. SR has a problem with verbal skills: SR has a strong desire to be in U.S. Navy and therefore is given this special chance.
2396	10 Mar	He is extremely weak in bunk and lockers. He continually makes unnecessary mistakes. He is far from being up to 4-5 DOT standards. He has an extremely hard time even with the simplest (training) evolutions.
	1 Apr	Company Commander (CC) counseled SR on his performance since he has been at RTC for 4 months and just can't seem to get with his locker. He has failed four inspections since he has been at RTC, plus double test failures for first A-test.
	9 Apr	Academic Review Board: SR has been through ART program but still has an academic problem. English not his primary language and does not always understand the material. SR's notebook did not have any enabling objectives in it which made studying more difficult. SR needs to study with a strong academic shipmate and should not be given any special duty assignments.

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TABLE 15. APPRENTICE TRAINING (AT) COMPANY COMMANDER COMMENTS ON APPRENTICE TRAINING RECORDS

<u>Recruit</u>	<u>Date</u>	<u>AT Instructor/CC Comments</u>
4455	12 Mar	AT has a problem understanding English but is working hard to change this weakness. Will be a fine sailor as soon as he overcomes this problem. I would not mind having him working for me in the fleet.
2110	17 Mar	Received <u>Letter of Appreciation</u> from Military Drill Division Officer on 14 March for assistance.
4498	3 Jun	Apprentice has no discipline problems, wears his uniform with pride, does have a problem with the English language. He tries real hard. Once he learns more about the English language, he should do well in days to come. He likes the Navy, gets along great with others.

the dates noted with the comments. PRARNG recruits arrived at RTC Orlando 7 December 1981. Under normal conditions, recruits would be at the RTC for 7.7 weeks of recruit training and possibly 4 more weeks for apprentice training. Some PRARNG recruits by comparison were assigned to the RTC for 6 months (table 9).

SUMMARY

The time span of the PRARNG pilot study was longer than originally expected due to the communication difficulties experienced by personnel. However, the data obtained from the tracking process makes it possible to delineate a comprehensive profile of the PRARNG program. Of the 36 men who began training at Puerto Rico, 2 were discharged before CONUS training, 3 were discharged at RTC Orlando, and 31 completed initial entry training. Thirty are now assigned to their initial fleet assignments. Data summarized are primarily based on the experiences of the 31 men who completed RT (table 16).

As a group, the PRARNG recruits had completed more years of education than the average typical Navy recruit. They had an extremely high mean achievement when tested on a standardized test in their native language. All met the course standards established by the English Technical Language School. However, when tested on the ECL prior to beginning training, 22 had scores below 70 which Defense Language Institute has established as the minimum necessary to successfully complete initial training.

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TABLE 16. STATUS OF NAVAL ENLISTED PERSONNEL WHO GRADUATED FROM PRARNG ENGLISH TECHNICAL LANGUAGE SCHOOL OF 30 SEPTEMBER 1983

<u>Fleet Assignments</u>	
VAL, NAS Cecil Field	1
NAS North Island	1
USS HOLLAND (AS-32) Charleston	2
USS TOWERS (DDG-9) Yokosuka, Japan	1
USS INCHON (LPH-12) Norfolk	1
USS WILLAMETTE (AO-180) Hawaii	1
USS SARATOGA (CV-60) Philadelphia	2
USS CAPE COD (AD-43) San Diego	2
USS NEW JERSEY (BB-62) Long Beach	8
Fleet Composite Squadron, NAS Jacksonville	1
SIM, NAVSTA Norfolk	1
USS VULCAN (AR-5) Norfolk	1
USS CARL VINSON (CVN-70) Norfolk	1
USS NIMITZ (CVN-68) Norfolk	1
Shippingport (ARDM 4) New London	1
USS DALE (CG-19) Miami	1
USS YOSEMITE (AD-19) Miami	1
USS O'BANNON (DD-987) Miami	1
USS FORT FISHER (LSD-40) San Francisco	1
USS BREWTON (FF-1086) San Francisco	1
NTTC Corry Station, EW School Staff, Pensacola	1
Total Number of PRARNG Pilot Group Completing Initial Navy Training	31

PRARNG recruits, as are all recruits, were tested on reading skills. Twenty-four of the thirty-four tested had RGLs lower than 7.0. All were referred to ART and assigned the remedial reading and study skills modules. The mean reading score of the PRARNG recruits after completing ART was 7.1, which is considerably lower than the 10.5 mean of their peers.

The initial fleet assignments of the 31 PRARNG personnel who completed training are summarized in table 16. Rate/ratings currently held (as of 30 September 1983) are summarized in table 17. Of the 31 PRARNG personnel who completed recruit and follow-on training programs, 30 are on active duty assignments in the fleet. Of the 30, 3 (10 percent) are rated E-4, 20 (66 percent) are E-3, 6 (20 percent) are E-2, and 1 (3 percent) has been reduced in rate to E-1. One sailor was discharged after initial fleet assignment.

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TABLE 17. RATE/RATING STATUS OF NAVAL ENLISTED PERSONNEL WHO GRADUATED FROM PRARNG ENGLISH TECHNICAL LANGUAGE SCHOOL (AS OF 30 SEPTEMBER 1983)

<u>RATE</u>	<u>NUMBER</u>
E-1	1
E-2	6
E-3	20
E-4	3
<u>RATING</u>	
FA	1
SA	2
FA	2
MMFN	1
ENFA	1
SN	14
AN	1
FN	4
ADAN	1
IC3	1
AE3	1
CTM3	1
Total Personnel on Active Duty Status	30

Academically, PRARNG recruits had lower mean scores than their peers on the mastery tests. They also experienced more setbacks in training due to recommendations of the Academic Review Board.

No PRARNG recruit had any problem meeting either the physical fitness or swimming standards. Some problems did arise in meeting the standards for locker, bunk, and barracks inspections. PRARNG recruits, as a group, had inspection performance ratings comparable to their peers. And with the exception of assignment to ART, the proportion of PRARNG setbacks was similar to their peers.

Twenty-two PRARNG recruits were assigned to one of the three Apprentice Training schools at RTC Orlando. Thirteen (59 percent) were rated as performing equal to or above the class average.

Eight PRARNG recruits were assigned to follow-on training at "A" schools. Three completed the "A" School follow-on training with typical average performance scores. Three were dropped because of inability to meet either performance or academic standards. Two PRARNG recruits have done extremely well, both were recommended for further technical training and one

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was recommended for rapid advancement to E-4. Evaluators profiled these two as exceptional and outstanding.

Very early in the study, the PRARNG recruits began to experience problems in communicating in English. Many were assigned to ART where they were placed in the reading and study skills program. ART also has a Verbal Skills program which is designed to build the communication skills of recruits who do not speak English as their primary language at home. The nature of this study excluded any PRARNG recruit from being placed in the verbal skills program. Initially, this decision caused some frustration among the Navy instructor personnel who knew of the program's effectiveness. PRARNG recruits, on the average, were assigned to reading and study skill modules of ART for 6 weeks. However, the decision was made to place them back in training and to continue with the study in spite of the existing English communication problems. It is important to note that although the Navy personnel were extremely frustrated by not being able to utilize the Verbal Skills program, they did expend a lot of effort working with the PRARNG recruits to help them successfully complete training. This was demonstrated repeatedly in ART, RT, and AT.

As for the PRARNG recruits, they maintained their desire to be part of the Navy community throughout the study. Instructors frequently cited that these recruits maintained their motivation and continued to try and meet the training standards in spite of the extended training period. Instructors also noted that these recruits did know what was being done and how to do it, but usually could not communicate that knowledge to others.

SECTION IV

ECONOMIC ANALYSIS

This section presents an economic analysis of the PRARNG pilot study. The discussion: (1) estimates the total and average costs for Puerto Rico recruits who graduated from the ETLS prior to entering basic military training at the RTC, (2) identifies and determines the costs of alternative training tracks (i.e., tracks which differ from the pilot study), and (3) provides information which can be used to select a training program which both effectively and efficiently provides the necessary remedial English language training.

At least two crucial assumptions affect the average RTC graduate costs. First, it is assumed that all graduates must score at least a 70 on the ECL test or they will be unable to complete basic military training and will be attrited. Consequently, the postulated training tracks which would offer minimum remediation would have relatively high attrition rates but relatively low costs of remediation. However, the tracks which offer extensive remediation would have high costs of remediation but relatively lower attrition rates. One relevant issue which must be addressed is the amount of remediation which is economically justified. Second, the costs are based on an annual ETLS throughput of 200 students and this limitation affects the average total costs (e.g., increases in throughput above 200 will result in different average total costs because of the need to expand facilities).

This analysis should not be construed to imply that the number of Puerto Rican students should be limited to 200. The basis for focusing on 200 students was that the facilities and resources of the PRARNG ETLS at Camp Santiago could presently accommodate five classes of 40 to 45 Navy recruits per year without further expansion. The costs presented for the ETLS are based on continuing the same level of operations. Should the number of students be increased beyond 200, then additional costs will be incurred at Camp Santiago to expand the facilities. In fact, a substantial increase in students (500 or more) will require some major facility and equipment acquisitions. A number of alternatives, including the relocation of the ETLS, should be considered if Navy participation in the ETLS program were to be greatly expanded and institutionalized. Costs for a large increase in the number of students cannot be computed by extrapolation of the costs presented in this study.

This economic analysis is based on criteria which are not appropriate for the evaluation of the long-run benefits of the program. Little performance data resulted from the proposed programs because recruits from the pilot program have not been assigned to operational units long enough to assess the long-term benefits of the program. ECL scores, recruit attritions, setbacks, and other variables resulting from the training program were considered appropriate intermediate objectives for assessment.

The real payoff to the Navy will be from increasing the number and quality of individuals who are successful in the operational units.

Subsequent and successful integration of the trainees into the operational units requires that these students be successful in completing the apprentice schools, technical schools, and on-the-job training programs. Requirements for fluency in the English language will be a great deal more rigorous than that required for recruit training. However, the proposed remedial training programs will provide students an opportunity to enter the more advanced programs--an opportunity which did not previously exist for many Puerto Rican recruits because they were so deficient in English language abilities that they could not complete recruit training.

ALTERNATIVES

A number of alternatives were postulated, costed and evaluated. Much of the data on which the analyses were based was drawn from limited experience with Hispanic students and/or expert opinion as to the expected results of alternative programs. The first alternative considered is one based upon the pilot program. The pilot program consisted of sending the Puerto Rican recruits through the 9-week ETLS program at Camp Santiago. They were then sent directly to RTC Orlando. The students were to be recycled through the remedial reading program as needed. The extent of the remediation offered and criteria for attrition applied to the Puerto Rico recruits were to be the same as that applied to any other recruit who entered the RTC program. For numerous reasons the Puerto Rican students were not treated as typical recruits. Many were retained in the program much longer than normal. Analysis of the performance records indicated that an estimated 14 of the 36 would have been attrited if the same criteria had been applied to the Puerto Rican recruits as had been applied to all other recruits. The following cost analysis for the pilot program is based upon the attrition rate (14 percent) actually experienced in the pilot program.

The remaining alternatives considered involve six different tracks which could be offered other than the one represented by the pilot program. The differences consist primarily in the type and extent of remediation offered prior to and during RTC training. The possible instructional programs which are presently in place and could be made available to the Puerto Rican students include the ETLS at Camp Santiago, a Verbal Skills (VS) module of instruction, an academic remedial reading module, and basic military training.

The minimum program that a recruit who is fluent in English language would receive is the 7.7 weeks of basic military training. Based upon data from the pilot program, it was assumed that 80 percent of all Puerto Rico recruits would require some form of remediation at RTC Orlando. The most extensive amount and type of remediation which could be offered to the Puerto Rico students would consist of sending all recruits who require remediation through all remedial programs presently available. This would consist of 9 weeks of training at the ETLS at Camp Santiago, an additional 3 weeks of verbal skills training, followed by 4 weeks of instruction in remedial reading and finally Recruit Training.

Table 18 illustrates seven optional instructional tracks which could be offered. These alternatives provide the basis for the preliminary cost

analysis. Alternative I represents the track for the pilot program. Alternative II represents the track which would provide the maximum amount of remediation presently available. Alternative VII represents the track which would normally be followed by the recruit who would not require any remediation in English language skills. Table 18 also shows the estimated attrition rates which are expected for the Puerto Rican recruits using each of the alternative tracks.

TABLE 18. ALTERNATIVE REMEDIATION TRACKS WHICH COULD BE MADE AVAILABLE TO PUERTO RICAN NAVAL RECRUITS

Alternative	ETLS	VS	ART	RTC	Estimated RTC Attrition Rate (%)
I*	YES	NO	YES	YES	14%
II	YES	YES	YES	YES	10%
III	NO	YES	YES	YES	30%
IV	YES	NO	NO	YES	35%
V	YES	YES	NO	YES	15%
VI	NO	NO	YES	YES	40%
VII	NO	NO	NO	YES	60%

*Pilot program

COST ANALYSIS

Each of the seven alternative training tracks identified in table 18 involve the multiple (or single) use of the ETLS, VS, ART, and RTC basic military training. The total cost of each track depends on which modules are used and the cost incurred in the use of each module. The estimated costs incurred in the use of each of the four modules were estimated and are presented next. In addition, the costs incurred in the pilot program are also estimated. Finally, the cost estimates for each of the seven alternatives are summarized.

ETLS COSTS. A number of management questions could be considered concerning the establishment, maintenance, operation and expansion of the ETLS. Presumably, the evaluation of different options dealing with the above questions would be based on the costs and benefits of each alternative option. Each option will have a unique set of costs and benefits depending upon the resources which must be acquired and the opportunity cost of using

resources already in the inventory. The cost analysis must, therefore, be predicated on an explicit set of operation and planning assumptions.

The following cost analysis estimates the costs of continuing the operation of the ETLS as it is presently structured and operating. It is not the purpose of the analysis (at this phase of the study) to determine if the present structure, operating procedures, curriculum, location, and management of the ETLS are optimal with respect to a prespecified set of optimization criteria.

The resources currently available at Camp Santiago are adequate to accommodate a class of 160 students. Assuming a 9-week curriculum, then five classes could be convened each year and 800 students per year could be cycled through the school. The costs presented are average costs which are based upon full utilization of the existing facilities and equipment (i.e., 160 students per class and five classes per year).

Facilities. The facilities used by the ETLS at Camp Santiago fall into three major groups. First, those which are devoted exclusively for use by the ETLS; second, those in which the use is shared with the PRARNG military academy; and third, those in which the use is shared with the PRARNG. Because many of the facilities used by the ETLS are shared with other users, there are certain constraints placed on the ETLS program. The most rigid constraint is that many of the facilities must be released on weekends by the ETLS so that they are available for use by the academy and the PRARNG. All facilities belong to the PRARNG and are on "loan" to the ETLS. An administrative building, five classrooms, and an orderly room are devoted exclusively to the ETLS use. Additional classrooms, latrines, barracks, lounges, and dining room facilities are used 5 days a week by ETLS and then released on weekends for use by the PRARNG. The approximate combined acquisition cost of the facilities used by the ETLS is in excess of \$1 million. These resources are already acquired and they would essentially remain unused during the week if not used by ETLS.

The opportunity costs of using these capital facilities by the ETLS is, for all practical purposes, zero. Consequently, the costs computed for this phase of the study do not include any acquisition or amortization costs of facilities. If the program were to be expanded or otherwise become institutionalized, then there would, undoubtedly, be requirements for refurbishing and/or constructing additional facilities. The cost of the facility improvements would then be appropriately charged against the ETLS program. Many of the facilities in use by the ETLS are of pre-fabricated construction and, although relatively clean, contain only minimal furnishings and equipment. Many of the buildings are not well sealed against intrusion by weather and insects and would be considered submarginal by existing Navy standards. The cost of minimal upgrading of these facilities should not be great.

Equipment Costs. The investment in equipment for the operation of the school is approximately \$80,000 as measured by acquisition costs. Most of the equipment would have alternative uses so a value for the use of the equipment is included in the following cost analysis. The equipment list

includes a wide variety of items necessary to equip classrooms, offices, barracks, dining rooms, and a limited number of audio-visual items. Very little of the equipment was acquired as new equipment for establishing the ETLS and it is, therefore, in various states of wear and disrepair. Much of the equipment is on loan from numerous organizations and agencies. It was assumed that the average life of the equipment would be 8 years and that \$10,000 per year would be required for maintenance and replacement of equipment as needed.

Personnel. The manning of the ETLS consists of both full-time active duty Army personnel and contracted personnel services. A number of the contracted personnel hold reserve appointments in the Army. The manning varies between 22 to 25 individuals. The proposed manning level for 1982 was 22 individuals with 10 of the 22 being contracted services. The contracted personnel include one academic supervisor, one nurse, one lab technician. The remaining individuals under contract were instructors. The director, administrator, support personnel, military supervisors, managers, and cooks for the operation of the dining facilities (see table 19) are military personnel. The standard composite U.S. Army billet costs were used for computing the costs of full-time active duty personnel. Costs of contracted personnel were used in estimating these costs. Costs of operating the ETLS for 1 year are shown in table 19.

Navy ETLS Costs. The Navy recruits were transported from Camp Santiago to Roosevelt Roads and returned each weekend to Camp Santiago. Since these recruits were retained on weekends, the costs associated with the Navy pilot program were higher than the regular Army reserve program. The facilities used by the recruits at Roosevelt Roads were provided without additional costs to the program. There were, however, additional costs incurred for transportation, subsistence, and for the CCs who were assigned to the program. Assuming that the five classes are conducted under circumstances similar to the pilot class, then the estimated additional Navy costs are shown in table 20. Higher level administration costs are not included.

VS, Remedial Reading, RT Costs. The costs of these three modules are considered together since all are offered at the RTC and the average weekly costs of training are similar. The weekly costs of VS and ART are slightly higher because of the need for additional instructors. The costs for each of the modules are presented in table 21. The estimates shown in table 21 are for 200 recruits going through each of the three modules. The costs were estimated from data obtained from the CNET per capita cost data base using an incremental costing model developed by TAEG. The costs shown in table 21 assume that the attrition rates for the verbal skills and remedial reading modules are zero. The costs for the RTC training are based on a nine percent attrition rate, which is the average attrition rate for males at RTC Orlando.

COST OF PILOT PROGRAM. Thirty-four recruits entered RTC Orlando from the ETLS program at Camp Santiago. Three of the thirty-four recruits were discharged from the Navy prior to completing basic military training. Twenty-five of the 34 recruits were assigned to remedial training (ART). The average time spent in the ART program was 35 days for a total of 864 days. The average time spent in RTC was 70 days. The estimated cost of the

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TABLE 19. SUMMARY OF COSTS FOR ETLs
(800 STUDENTS PER YEAR--9 WEEK
CLASSES, 5 DAYS/WEEK)

I. Personnel		
Administration	\$120,000	
Instructors	127,000	
Cooks	77,000	
Subtotal		\$ 324,000
II. Equipment		
Maintenance & Replacement	10,000	
Subtotal		10,000
III. Facility Maintenance		
General Maintenance	3,500	
Supplies & Services	2,000	
Electricity	21,000	
Water	400	
Communications	800	
Subtotal		27,700
IV. Student Costs		
Salaries (\$595/month)	989,000	
Subsistence (\$4/day)	144,000	
Clothing (\$12)	89,600	
Medical Services & Supplies	13,500	
Subtotal		1,236,100
V. Miscellaneous		
Petroleum, Oil, Lubricant	2,000	
Expressway Tolls	1,800	
School Supplies	2,000	
Other (\$20/Student)*	16,000	
Subtotal		21,800
VI. TOTAL		\$1,619,600
Average cost/student = \$2,025		

*Includes training aids, Blank Ammo, NBC capsules, etc.

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TABLE 20. NAVY COST OF PARTICIPATION IN ETLs
(200 STUDENTS, 5 CLASSES/YEAR)

<u>FACILITIES</u>	
No additional costs since adequate facilities are available at Roosevelt Roads	0
<u>EQUIPMENT</u>	
Bus Transportation Between Roosevelt Roads and Camp Santiago (Based on \$60 per round trip, 20 trips per class)	\$ 6,000
<u>PERSONNEL</u>	
E-8 Salary CCs stationed at Camp Santiago	\$ 25,020
E-7 Salary CCs stationed at Camp Santiago	21,522
Auto Rental	6,000
Per Diem	18,000
Other (Gas, Miscellaneous)	8,000
<u>SUBSISTENCE</u>	
10 weekends - 20 days at \$4/day/student	\$ 16,000
<u>RECRUITING</u>	
No additional recruiting costs in Puerto Rico attributed to program	0
<u>TRANSPORTATION COST TO ORLANDO</u>	
\$300/student	\$ 60,000
TOTAL	\$160,542
COST/STUDENT	\$ 803

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typical recruit going through the RTC program for 7.7 weeks was \$2,300 or \$42.59 per day. Using those estimates of training costs, it was estimated that the average costs of providing ART for each Puerto Rican recruit in the pilot program was \$1,187 per recruit. The average total cost of RTC was \$3,245 (table 22).

TABLE 21. ESTIMATED COSTS OF PROVIDING VERBAL SKILLS TRAINING, ACADEMIC REMEDIAL TRAINING, AND RTC TRAINING FOR 200 STUDENTS

Resource Category	Verbal Skills Training	Remedial Reading	Recruit Training
MPN	\$135,800	\$181,000	\$330,000
O&MN	36,900	49,200	89,700
Other	100	200	200
Total	172,800	230,400	419,900

TABLE 22. COST ANALYSIS FOR PILOT PROGRAM AT RTC ORLANDO

	ART	RT	Total
Total training days	864	2,363	3,227
Attrites	-	3	3
Graduates	-	31	31
Total costs	\$36,800	\$100,600	\$137,400
Cost per graduate	\$ 1,187	\$ 3,245	\$ 4,432

COST OF ALTERNATIVE TRAINING TRACKS

The per graduate costs of the pilot program were substantially higher than the per graduate costs of the recruit population in general. These higher costs can be attributed to the fact that the recruits in the pilot program were repeatedly setback in RT. If a remedial English language program is undertaken on a permanent basis, it is assumed that the RTC attrition criteria currently used would also be applied to those who receive remedial training. Consequently, attrition rates would generally be higher for those groups of recruits who need extensive remediation but receive only minimal remediation. These higher attrition rates would drive up the

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average costs of training. It is assumed, however, that average training costs would be even higher for recruits who were repeatedly setback until each attained adequate English language skills to complete recruit training. Because recruits were repeatedly setback in the pilot program, it was concluded that the costs of the pilot program would not be indicative of the costs of a permanent program.

Cost estimates for each of the alternative tracks presented in table 23 are based upon the assumption that recruits are attrited from RT in accordance with present attrition criteria. Consequently, the attrition rates vary considerably among the tracks and much of the variation in RTC costs can be attributed to different attrition rates. Variation in total costs among the alternative tracks occurs because of the use of different combinations of remedial programs and variation in RT costs. As expected, those tracks which would offer extensive remediation were the most expensive and the reduction in attrition rates was not adequate to reduce the average training costs. In fact, those tracks which offered the maximum amount of remediation (e.g., track II) would cost nearly twice the amount as those training tracks which offered no remediation (e.g., track VII) but simply attrited those students who could not attain the required level of performance in RT.

One method for evaluating the remediation programs is to consider the addition to total costs of reducing the attrition rate. The addition to total costs can then be divided by the increase in the number of RTC graduates which will provide an estimate of the marginal costs of each recruit retained through the remediation program(s). Table 24 presents the marginal costs and marginal increase in the number of graduates for a selected set of training tracks.

For example, by providing ART to the Puerto Rico recruits, it is estimated that the attrition rate would be reduced from 60 percent to 40 percent. The addition to total costs of adding the ART module prior to RT was \$272,000 and the number of graduates would increase by 40. The marginal costs of each graduate would be \$6,800. Similarly, the marginal cost per graduate from adding verbal skills training would be \$9,700 and, finally, the marginal cost per graduate from adding the ETLS module would be \$15,600. Note, however, that the order in which these programs are offered would impact on the marginal cost.

TABLE 23. SUMMARY OF COSTS OF ALTERNATIVE TRAINING TRACKS
FOR ENGLISH LANGUAGE REMEDIATION OF PUERTO RICO STUDENTS¹

Alternative	PRARNG	ETLS NAVY	VS	ART	RTC	Return Attrite Transp.	Attr. Rate	RTC Grad	Total Cost	Cost Per RTC Graduate
I	\$420,000	\$161,000	N/A	\$230,000	\$407,000	\$ 8,400	.14	172	\$1,226,000	\$7,100
II	420,000	161,000	173,000	230,000	418,000	6,000	.10	180	1,408,000	7,800
III	N/A	N/A	173,000	230,000	363,000	18,000	.30	140	784,000	5,600
IV	420,000	161,000	N/A	N/A	351,000	21,000	.35	130	953,000	7,300
V	420,000	161,000	173,000	N/A	404,000	9,000	.15	170	1,167,000	6,900
VI	N/A	N/A	N/A	230,000	336,000	24,000	.40	120	590,000	4,916
VII	N/A	N/A	N/A	N/A	282,000	36,000	.60	80	318,000	4,000
VIII ²	N/A	N/A	N/A	N/A	420,000	2,700	.09	182	423,000	2,300

¹Costs are based on the following assumptions:

- 200 graduates from ETLS
- 10 percent ETLS attritions
- VS = 3 weeks with no attrition
- ART = 4 weeks with no attrition
- RT = 7.7 weeks with specified attrition rates
- Mean entrance ECL test score is approximately 50.

²Track followed by Navy recruit who would not require English remediation.

TABLE 24. MARGINAL COST ANALYSIS

Track Grad	Graduates	Total Cost	Change In Total Costs	Change In Grad	Marginal Cost Per Graduate
RT	80	\$ 318,000			
ART-RT	120	590,000	\$ 272,000	40	\$ 6,800
VS-ART-RT	140	784,000	194,000	20	9,700
ETLS-VS-ART-RT	180	1,408,000	624,000	40	15,600

ADDITIONAL ALTERNATIVES

Results from the pilot study indicated that recruits who scored relatively low on an English Comprehensive Language (ECL) pretest were more likely to attrite from RT than those scoring relatively high. The RTC staff estimated that 50 percent of those recruits who scored in the lower half of the group would have been attrited. However, the RTC staff estimated that only 18 percent of those recruits who scored in the upper half of the group would have been attrited.

Another alternative which could be considered is to admit to the program only those recruits who score at least a 50 on the ECL test. Evidence with the Verbal Skills curriculum and ART program indicates that if recruits who score at least a 50 on the ECL pretest are provided with 3 weeks of VS training and 1 week of ART and then admitted to the RTC basic military training program, their attrition rate should be no higher than the average rate experienced by other recruits. The estimated costs of training 200 recruits under this potential alternative are shown in table 25.

Finally, an innovative approach which would essentially place the burden of learning English on the recruit through an incentive program may be possible. Most native Puerto Ricans have had and will have an opportunity to learn the English language in primary and secondary schools and in miscellaneous schools and courses. It may be highly cost effective to offer a \$2,000 to \$3,000 enlistment bonus to any native Puerto Rico recruit who can score at least an 80 on the ECL test and successfully complete RT. This would have the practical advantage of unburdening the Navy from the need for English language remediation training, would attract only those recruits who were highly motivated as indicated by their willingness and ability to learn the English language, and may be much less expensive than the remediation alternatives discussed above. How effective an enlistment bonus would be and how much would be required to attract recruits in significant numbers would require additional research and experimentation.

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TABLE 25. ESTIMATED COSTS OF TRAINING 200 PUERTO RICO STUDENTS WHO HAVE AN ECL PRETEST SCORE OF AT LEAST 50

Program	Cost
ETLS	
PRARNG	\$420,000
Navy	161,000
VS	138,000
ART	47,700
RT	420,000
Total Cost	1,186,700
Average Cost/Recruit	6,500

SECTION V

CONCLUSIONS AND RECOMMENDATIONS

Conclusions and recommendations¹³ contained in this section are based on evaluations of the English Technical Language School (ETLS) and the recruit training process. Thirty-one of the 36 individuals in the pilot group have completed Recruit Training and are now in initial fleet assignments. The longer than normal training times and the higher training costs indicated that these men were less than prepared for the language requirements of Navy recruit training. The following conclusions are based on each phase of training analyzed.

CONCLUSIONS

ENGLISH TECHNICAL LANGUAGE SCHOOL. The ETLS phase of the pilot study was a 9-week fixed length lock-step instruction in oral English. The ETLS offers an excellent opportunity for expanding Hispanic recruiting and greatly benefits the Navy image in the Caribbean. It has an excellent staff and the instruction is offered at relatively low costs. However, the limitations of the facility do present some drawbacks. It is available only to train Puerto Ricans and the numbers possible to train are limited to 200. Its short time of 9 weeks is not sufficient for recruits with low initial ability in English.

The Camp Santiago facilities are used for regular weekend training by the Puerto Rico National Guard. While this does not present any problem to the Puerto Rico Army National Guard whose recruits were given weekend passes, it does mean that Navy recruits have to be transported to Roosevelt Roads each weekend, a difficult 2½-hour trip over poor roads. Not only does this create a logistics problem, but it also extends the duty time of Company Commanders temporarily assigned to ETLS.

The barracks facilities at Camp Santiago, by Navy standards, are submarginal. Navy use of the ETLS facility would require that these barracks be upgraded and new bunks and lockers obtained. Further use of the ETLS would require the establishment of offices for Navy supervisors, a secure supply room for Navy equipment and uniforms, and improved washing facilities for the recruits. Medical facilities, too, need upgrading, and a vehicle is needed for evacuations. Navy personnel assigned would need family housing.

Navy personnel assigned TAD to ETLS from RTC Orlando were fluent in Spanish and had limited prior knowledge of the Puerto Rican culture. This knowledge was very beneficial in facilitating the transition of the Navy recruits.

¹³Consistent with the tasking, the recommendations deal only with the ETLS program; the Defense Language Institute's ESL program is an alternative. TAEG Technical Report 134 contains a cost/efficiency comparison of the ETLS, DLI, and Verbal Skills programs.

This study excluded the participation of female Navy recruits. However, the PRARNG does train female recruits and has female academic instructors and a female drill sergeant on its staff. Similar Navy female recruits could be included in the ETLIS program. The assignment of a Navy staff husband and wife team to Camp Santiago could be effectively used if female Navy recruits are included.

RECRUIT TRAINING. The largest single factor influencing the progress of these recruits was language facility. This is confirmed when the training process is analyzed from two aspects: language-based academics and military performance.

Language-Based Academics. The average academic performance of the PRARNG recruits was consistently lower than the typical CONUS Navy recruits. This was demonstrated by every type of academic testing applied during Recruit and Apprentice Training. Twenty-two of the 34 PRARNG recruits upon arrival at RTC Orlando had ECL scores lower than the Defense Language Institute typically considered sufficient for English language military training. Eight had reading grade level (RGL) scores below 4.0. Scores at this level usually result in automatic attrition when Navy standards are enforced. The PRARNG recruits were consistently lower in academic scores than their peers and a significant number failed academic tests. Yet, when the PRARNG recruits were tested in their native language, their scores were sufficiently high to demonstrate innate capabilities for success in military training. Their recruit records indicate that their inability to comprehend and communicate in English was the most frequently cited cause of setbacks in training. It was the major cause of increasing the length of time in training.

Military Performance. The PRARNG recruits did as well as their peers in satisfying those performance requirements that do not require a great deal of communication. Statistical analysis showed little difference between the PRARNG recruits and their peers on military procedures. None of the PRARNG recruits were setback because of failure to meet physical training requirements. Military inspection performance was very similar to that of their peers.

APPRENTICE TRAINING (AT). In Apprentice Training, where performance is an important part of the training process, a majority of the PRARNG sailors ranked above average.

Informal interviews with instructors of the various AT programs emphasized the fact that the greatest problem of the PRARNG sailors was their inability to communicate and comprehend English. Instructors' evaluations of the PRARNG sailors included the following observations:

- PRARNG sailors were highly motivated and had a strong desire to be in the Navy, including those who had been at RTC for several months.
- PRARNG sailors were generally well liked by their peers and got along well with others.

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- PRARNG sailors could do the performance tests required, but had problems communicating this knowledge.
- PRARNG sailors would do well in the fleet once their language skills increased.

The original conditions of the pilot program were modified to permit those personnel of the pilot group who experienced severe communication difficulties to be retained in the Navy. While initially this resulted in greatly extending the time required for the study, it did permit 31 of the pilot group to complete recruit and follow-on training and be assigned to the fleet. Continued tracking of PRARNG personnel assignments showed their status as they integrated into the fleet. Presently, 30 sailors are assigned to the fleet. Three sailors, including one qualified for the Navy Accelerated Advancement Program, have advanced to E-4, 20 have advanced to E-3, and 6 to E-2. One sailor was reduced back to E-1, and one sailor was discharged after initial fleet assignment.

PROGRAM POTENTIAL. The purpose of the PRARNG pilot study was not just to assess the progress of the PRARNG personnel, but also to assess its potential benefit to future Navy personnel and manpower goals, particularly those related to the CNO's Affirmative Action Plan. Correspondence from the Commander, Navy Recruiting Area Three,¹⁴ and the Commanding Officer, Navy Recruiting District, Miami,¹⁵ provided the following assessment of the potential benefit of the ETLS program.

The Navy Recruiting District, Miami, estimates that less than 10 percent of the 34,000 Puerto Rican high school students graduating this year are "capable" in English and that only 10 percent of that targeted group would presently be able to achieve an upper score level on the Armed Services Vocational Aptitude Battery (ASVAB). They believe the ETLS program represents a way to greatly expand the available recruiting market and they strongly support the program. In addition, they reported that they have contacted officials at the Office of the Secretary of Education in Puerto Rico about the program. These officials view the ETLS program as a significant adjunct to their efforts to teach English to high school students and as a major contributor to increased opportunities for their students. The educational officials have offered a major media advertising campaign to make the ETLS option known to the targeted market, an action which would produce Navy awareness island-wide (an action otherwise not possible given Navy advertising budget restraints). Navy Recruiting made two salient points in closing:

- The effectiveness of the ETLS goes beyond the short-term FY 1984 Hispanic recruiting goals.

¹⁴Commander, Navy Recruiting Area Three, ltr of 20 September 1983, subj: ETLS.

¹⁵Commanding Officer, Navy Recruiting District, Miami, ltr of 9 September 1983, subj: ETLS.

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- There is a long-term and positive impact even on the political (island/CONUS) climate on the island.

RECOMMENDATIONS

1. Because of special limitations associated with the language training programs, each Navy recruit should be assigned to the language training program which is best suited to accommodate the initial individual language skill need of that recruit. Criteria for selected programs are:

a. No recruit with a score below 40 on the initial ECL test should be recruited.

b. The Navy should enlist Puerto Rican personnel with a score of 41-60 and send these recruits to ETLs. Training would be conducted by the Puerto Rico National Guard, ETLs, Camp Santiago, Puerto Rico. Following this, the recruit would go to RTC Orlando and be evaluated for language proficiency by existing RTC procedures.

c. All Navy recruits with a score of 61-80 should be sent directly to the Verbal Skills Module of Academic Remedial Training (VS/ART) at RTC Orlando.

d. Female Navy recruits should be included in the ETLs program; a female Army drill sergeant is already part of the ETLs staff. A Navy staff husband and wife could be considered for assignment to Camp Santiago.

e. All ETLs graduates should be screened at RTC Orlando by established procedures. Those Navy recruits requiring additional training will take verbal skills and/or remedial reading including study skills.

f. If the ETLs is institutionalized by the Navy, the following should be implemented:

- The Department of the Navy and National Guard Bureau should update, as necessary, the Memorandum of Understanding and Interservice Support Agreement for the ETLs pilot program.

- Navy recruits will conform to the Standard Operating Procedures (SOPs) of the ETLs, Camp Santiago, including daily and weekend schedules. The SOP will be followed as long as it does not conflict with United States Navy Regulations (1973) with changes.

g. Continued support should be given to cooperative programs between the Puerto Rico Office of the Secretary of Education and Navy training programs.

2. The cost of upgrading the facilities has not been established. However, to establish and maintain a viable program at Camp Santiago, some upgrading of the facilities is desirable including the following:

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- . upgrading barracks
- . office space for supervisors
- . improved medical services including assigned vehicle for evacuations
- . secure supply room for Navy uniforms and equipment
- . family housing for Army National Guard and Navy personnel assigned PCS at Camp Santiago.

3. Criteria for Navy instructor/supervisory personnel assigned to the ETLS are:

a. Navy enlisted supervisor/administrative personnel (E-5/E-6) will be assigned to ETLS, Camp Santiago, on PCS orders.

b. All Navy supervisor personnel assigned to Camp Santiago will be fluent in Spanish and complete Navy company commander training, instructor training, and cultural orientation; the latter given at Naval Station Roosevelt Roads.

c. A Spanish-speaking company commander will be assigned to RTC Orlando staff to counsel graduates of language training programs.

4. Monitor the enlisted career performance of Navy personnel assigned to English language training programs. Use the tracking system developed by TAEG to monitor career development.

5. Continue the TAEG tasking, extending the evaluation of the language training programs with interim reports to CNET.

6. Track the fleet job performance of the graduates of the language training programs. The current on-line ETLS and RTC computer tracking system should be used by TAEG for this evaluation.

7. A periodic economic analysis should be performed by the TAEG to track the costs and benefits of the training program and to report the results of the evaluation to the CNET.

8. Implement a program to be operational 1 February 1984 with the following provisions:

- . The class will be monitored and tracked in the same manner as the Navy pilot program.
- . The evaluation will include one onsite visit by the evaluators.

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APPENDIX A

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PUERTO RICO ARMY NATIONAL GUARD
AND THE
DEPARTMENT OF THE NAVY
WITH
INTERSERVICE SUPPORT AGREEMENT

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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, DC 20350

18 September 1981

MEMORANDUM OF UNDERSTANDING

It is hereby agreed between the Puerto Rican Army National Guard (PRARNG) and the Department of the Navy, that the PRARNG will provide support, training and administration for approximately 40 Navy students while attending the resident course of the Puerto Rican English Technical Language School during the nine (9) week period commencing 5 October 1981 and ending 5 December 1981.

The Adjutant General of the Commonwealth of Puerto Rico and the Commandant of the Puerto Rican English Technical Language School will be responsible for school support and training of assigned Navy student personnel throughout the training period.

/s/
E. C. Grayson
Deputy Assistant Secretary
of the Navy (Manpower)

/s/
Orlando Llenza
Major General PRARNG
The Adjutant General

INTERSERVICE SUPPORT AGREEMENT

GENERAL PROVISIONS

1. Purpose: The purpose of this agreement is to establish the responsibilities of the PRARNG, hereinafter called the Host and the Department of the Navy, Washington, DC, hereinafter called the Tenant, with regard to the support, training, administration, and discipline of approximately 40 Navy students supporting and attending the resident course of the Puerto Rican English Technical Language School (during the 9 week period) 5 October 1981 and closing on 5 December 1981.
2. The Adjutant General: The Adjutant General of the Commonwealth of Puerto Rico and the Commandant of the Puerto Rican English Technical Language School will be responsible for school support and training of attached Navy student personnel throughout the training period.
3. Discipline: Matters involving disciplinary action requiring punishment pursuant to the UCMJ will be forwarded by the senior Department of the Navy (DON) representative assigned responsibility for the conduct of Navy personnel while enrolled as students at the Puerto Rican English Technical Language School, to the Commanding Officer, Naval Station, Roosevelt Roads, for appropriate action.
4. Passes and Leaves: Final approval authority for passes and leaves requested via the senior DON representative on behalf of attached Navy personnel rests with the Commandant of the Puerto Rican English Technical Language School.
5. Reports and Correspondence: All internal school reports and correspondence will be processed in accordance with National Guard Bureau directives. The senior DON representative may correspond as necessary with appropriate Navy commands. The School Commandant will be provided "copy to" correspondence whenever the ETLs is referenced.
6. Duty Rosters: Navy personnel will be eligible for duty on the same basis as Army National Guard personnel of the Puerto Rican English Technical Language School. Duties include academic and non-academic assignments.
7. Enlisted Effectiveness/Performance Reports: Enlisted Effectiveness/Performance reports on Navy personnel will consist of the academic training record. Completed academic and English comprehensive level test records will be provided to the senior Navy representative assigned/attached for distribution upon completion of the training period.
8. Standard of Dress and Appearance: The standards of dress and appearance for Navy personnel will conform to appropriate Navy regulations.
9. Student Administration: Disenrollment procedures for Navy students will be the same as for Puerto Rican Army National Guard students with the following exceptions:

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a. All disenrollment actions will be coordinated with the senior Navy representative assigned/attached.

b. The senior Navy representative assigned/attached will complete the necessary coordination action with the appropriate Department of the Navy command.

10. Manning: The Department of the Navy will provide throughout the 9 week training period two E-7/8 level non-commissioned officers to present instruction related to that service in accordance with curriculum requirements other than English language training. Additionally, DON may provide one E-4/5 level non-commissioned officer (supply) to arrange for Navy unique supply logistics.

11. General. Navy student personnel agree to comply with Puerto Rican English Technical Language School directives concerning security, traffic, fire prevention, safety practices, and environmental control procedures. Navy uniform clothing requirements will be controlled by the senior Navy representative assigned.

/s/
E. C. Grayson
Deputy Assistant Secretary
of the Navy (Manpower)

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ATTACHMENT 1 TO ISSA

SPECIFIC PROVISIONS

<u>Category of Support</u>	<u>Host Will:</u>	<u>Tenant Will:</u>
(A3) Accounting and Finance (Nonreimbursable)	Provide courtesy assistance as requested within capabilities.	Control the administration of pay and pay records and all elements of finance and accounts functions for Navy personnel.
(AD) Legal	Provide legal service, process required claims, etc.	Request service as requested.
(AF) Custodial (Nonreimbursable)	Provide necessary service in hallways and latrines of assigned dorm to the same extent afforded PRARNG personnel.	Comply with Host procedures.
(AF) Fire Protection (Nonreimbursable)	Provide protection and prevention services as offered to the remainder of the base.	Comply with Host procedures.
(A1) Police Services (Nonreimbursable)	Furnish security, law enforcement, accident investigation, vehicle registration, etc., to the same extent as provided to PRARNG personnel.	Comply with Host procedures and directives.
(AJ) Billeting (Nonreimbursable)	Provide required billeting for Navy students using the same criteria as applied to PRARNG personnel of the same grade.	Comply with Host regulations.
(AL) Health Services (Nonreimbursable)	Provide medical and dental care to Navy students.	Issue appropriate active duty identification cards to Navy students.
(AM) Food Services (Nonreimbursable)	Allow Navy personnel residing in dorms to subsist in the same dining halls used by PRARNG personnel in the same dorm.	Comply with Host procedures.

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<u>Category of Support</u>	<u>Host Will:</u>	<u>Tenant Will:</u>
(AP) Utilities (Nonreimbursable)	Furnish necessary heat, water, light, air conditioning, etc., as provided other building occupants.	Comply with Host instructions regarding utility use and conservation.
(AP) Mortuary Services	Provide support as required IAW established procedures.	Notify the appropriate PRARNG authorities and the National Guard Bureau of Casualties. Notify next-of-kin by standard Navy procedures.
(AR) Administrative Services (Nonreimbursable)	Provide courtesy assistance as requested within capabilities.	Prepare, approve, issue, and provide fund cite on TDY or PCS orders for Navy personnel.
(BB) Safety (Nonreimbursable)	Provide required support.	Comply with Host directives.
(BD) Community Services	Provide community facilities and services to include theaters, exchanges, sports, clubs, libraries, arts and crafts centers, etc., for authorized personnel.	Comply with established rules and procedures of various facilities.
(BF) Military Personnel Services (Nonreimbursable)	Provide courtesy assistance as requested within capabilities.	Control the administration of military personnel services including maintenance of personnel records for Navy personnel.
(BR) Training (Reimbursable)	Provide and be responsible for overall academic training of students in PRETLS Course to include review of curricula, development of lesson plans, testing and evaluation, and any necessary revisions. Encourage all students to submit a critique which will be coordinated with the Senior Navy Representative. The Senior Navy Representative will be responsible for Navy Orientation training (as a substitute for Army Orientation training).	Reimburse the PRETLS for direct cost tuition fee at a rate of \$825.00 per Navy student trained in Course. Once a Navy student has reported, the direct cost tuition fee will not be refunded for students eliminated or withdrawn from training. The direct cost tuition will be recalculated periodically.

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Category of Support

(BU) Expendable
Supplies
(Nonreimbursable)

Host Will:

Furnish all items of
support materials and
equipment required by
the Navy during the training
using the same criteria
as applied to PRARNG
students.

Tenant Will:

Comply with Host procedures.

APPENDIX B

SUMMARY OF CHARACTERISTICS OF PERSONNEL
ASSIGNED TO THE ENGLISH TECHNICAL LANGUAGE SCHOOL

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The Director of the English Technical Language School (ETLS) in Puerto Rico has maintained detailed records of Army National Guard enlisted personnel attending his program and the various U.S. Army Initial Entry Training programs in CONUS.

The ETLS program has gone through several changes since its inception, however, the basic mission has remained the same of providing elementary and intermediate English and prebasic training to Puerto Rico Army National Guard enlisted personnel.

During the same reporting period from 14 June 1976 through 25 September 1981, the U.S. Army made a number of major changes in that Initial Entry Training Program. This included the integration of Basic Combat Training for male soldiers and the Basic Training Program for female soldiers into a single Program of Instruction. In addition, the Army instituted a new training concept that combined basic training (recruit) with Advanced Individual Training (MOS skill) into a single program. This program was principally for the Combat Army and Combat Support branches of the Army, known as One Station Unit Training or OSUT, at Fort Benning for infantry, Fort Knox for armor, and Fort Gordon for signal.

During the reporting period, 3,041 Puerto Rican guardsmen entered the ETLS with 2,435 graduating from the program. Of the 2,382 graduates from ETLS that entered U.S. Army initial entry training, only 76 were returned from the program. The following charts provide detailed information.

PERFORMANCE OF ENLISTED PERSONNEL
ATTENDING
ENGLISH TECHNICAL LANGUAGE SCHOOL

<u>Class Number and Dates</u>	<u>Number Enrolled</u>	<u>Number Dropped</u>	<u>Percent Dropped</u>	<u>Number Failed</u>	<u>Percent Failed</u>	<u>Number Graduated</u>	<u>Percent Graduated</u>
CLASS I 14 Jun to 30 Sep 1976	135	25	18.5	0	0	110	81.5
CLASS II 4 Oct to 23 Dec 1976	114	39	34.2	0	0	75	65.8
1976 TOTAL	249	64	26.0	0	0	185	74.0
CLASS III 7 Jan to 1 Apr 1977	117	46	39.3	0	0	71	60.7
CLASS IV 11 Apr to 1 Jun 1977	134	50	37.3	0	0	84	62.7
CLASS V 11 Jul to 30 Sep 1977	120	22	18.3	15	12.5	83	69.2
CLASS VI 3 Oct to 21 Dec 1977	161	11	6.8	16	9.9	134	83.2
1977 TOTAL	532	129	24.0	31	6.0	372	70.0
CLASS 78-1 16 Jan to 7 Apr 1978	147	22	14.97	22	14.97	103	70.07

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<u>Class Number and Dates</u>	<u>Number Enrolled</u>	<u>Number Dropped</u>	<u>Percent Dropped</u>	<u>Number Failed</u>	<u>Percent Failed</u>	<u>Number Graduated</u>	<u>Percent Graduated</u>
CLASS 78-2 14 Jun to 30 Sep 1976	123	17	13.8	8	6.5	98	79.7
CLASS 78-3 4 Oct to 23 Dec 1976	164	19	11.6	8	4.9	137	84.54
CLASS 78-4 30 Oct 1978 to 26 Jan 1979	155	10	6.45	6	3.8	139	89.7
1978 TOTAL	589	68	12.0	44	7.0	477	81.0
CLASS 79-1 29 Jan to 11 Apr 1979	149	17	11.41	21	14.1	111	74.5
CLASS 79-2 17 Apr to 13 Jul 1979	169	12	7.1	14	8.3	143	84.6
CLASS 79-3 21 Jul to 14 Sep 1979	166	8	4.8	8	4.8	150	90.3
CLASS 79-4 1 Oct to 20 Dec 1979	150	14	9.3	6	0	130	86.6
1979 TOTAL	634	51	8.0	49	7.7	534	84.3

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<u>Class Number and Dates</u>	<u>Number Enrolled</u>	<u>Number Dropped</u>	<u>Percent Dropped</u>	<u>Number Failed</u>	<u>Percent Failed</u>	<u>Number Graduated</u>	<u>Percent Graduated</u>
CLASS 80-1 14 Jan 30 Mar 1980	162	13	8.0	12	7.4	137	84.5
CLASS 80-2 7 Apr to 25 Jun 1980	154	13	8.4	11	7.1	130	84.4
CLASS 80-3 14 Jul to 26 Sep 1980	177	14	8.0	7	4.0	156	88.0
CLASS 80-4 6 Oct to 22 Dec 1980	153	16	10.5	8	5.2	129	84.3
1980 TOTAL	646	56	8.7	38	5.9	522	85.4
CLASS 81-1 12 Jan to 20 Mar 1981	75	4	5.3	3	4.0	68	90.7
CLASS 81-2 6 Apr to 19 Jun 1981	114	10	8.8	12	10.5	92	80.7
CLASS 81-3 13 Jul to 25 Sep 1981	202	13	6.4	34	16.8	155	76.8
1981 TOTAL	391	27	6.9	49	12.5	315	80.6

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<u>Class Number and Dates</u>	<u>Number Enrolled</u>	<u>Number Dropped</u>	<u>Percent Dropped</u>	<u>Number Failed</u>	<u>Percent Failed</u>	<u>Number Graduated</u>	<u>Percent Graduated</u>
CLASS 82-1* 5 Oct to 5 Dec 1981	168	3	1.8	15	8.9	150	89.3
CLASS 82-2 7 Dec 1981 to 19 Feb 1982	160	9	5.6	15	9.4	136	85
1982 TOTAL (Through February)	328	12	3.7	30	9.1	286	87.2
GRAND TOTAL ENTERED 1976 to 1982	3,396					GRAND TOTAL GRADUATING 2,721	

*On 1 October 1981, the numbering system was changed from Calendar Year to Fiscal Year; therefore, Class 81-4 became 82-1.

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PERFORMANCE OF ENLISTED PERSONNEL ATTENDING U.S. ARMY INITIAL ENTRY TRAINING IN CONUS

<u>YEAR</u>	<u>NUMBER ATTENDING INITIAL ENTRY TRAINING</u>	<u>NUMBER NOT COMPLETING CONUS TRAINING</u>	<u>PERCENT RETURNED</u>
1976	185	21	11.4
1977	372	14	3.8
1978	477	17	3.5
1979	534	16	2.9
1980	423	4	.94
1981	<u>391</u>	<u>4</u>	1.0
Total Attending	2,382	Total Dropped 76	

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APPENDIX C

SELECTED STANDARD OPERATING PROCEDURES (SOP)
USED AT THE ENGLISH TECHNICAL LANGUAGE SCHOOL

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The Director of the English Technical Language School (ETLS) maintains an excellent series of Standard Operating Procedures (SOPs) for the management of his command. These SOPs include the topic areas normally found in Army commands associated with training.

The SOP index for the ETLS is as follows:

<u>SOP NUMBER</u>	<u>SOP TITLE</u>
1	Administration
2	Academic
3	Duty Officer and NCO
4	Student Administration
5	Student Procedures
6	Mess Operation
7	Headcount Procedures
8	Medical Services
9	Maintenance
10	Supply Procedures
11	Security
12	Safety
13	Hurricane
14	Energy Conservation
15	Race Relations/Equal Employment Opportunity

The SOPs are kept updated by the Director of ETLS and meet the environmental and facility situation of Camp Santiago. A TAEG onsite visit to ETLS and a review of the SOPs revealed that personnel assigned to the activity were adhering to the procedures. Several SOPs that may impact on future Navy recruits are included as annexes to this appendix.

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HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

SOP
ADMINISTRATION

1. PURPOSE: This SOP is intended to provide general and specific instructions to all ETLS supervisors and personnel on the standards in the conduct of the ETLS operation.

2. DUTIES AND RESPONSIBILITIES:

a. ETLS SUPERVISORS:

(1) Will be thoroughly familiar with the contents of this SOP and are responsible for its implementation.

(2) Will coordinate and assign duties to their subordinates to carry out the ETLS mission as required.

(3) Will supervise and followup on all tasks assigned to his subordinate as well as routine matters.

(4) Will establish procedures within his/her area of responsibility to effectively carry out the daily tasks.

(5) Will be responsible for the advancement of his subordinates, both in his/her military career as well as in his job.

(6) Will prepare a periodic evaluation on his/her subordinate's job performance. This evaluation will be done every six months (June and December).

(7) Will maintain his/her subordinates informed on all matters relevant to their performance of daily routine as well as matters affecting their job.

(8) Supervisor will conduct a meeting with his/her employees at least once a week to discuss matters relevant to the operation, welfare of the employees, and to pass out any information. This meeting should also be used to have a sincere exchange of ideas between the supervisor and the employees.

b. ALL ETLS EMPLOYEES:

(1) Will be responsible to comply with all the instruction on this SOP.

SOP, ADMINISTRATION, ETLS PRARNG, dtd 1 December 1981 (cont'd)

3. PERSONNEL ADMINISTRATION:

a. DUTY HOURS: Daily tour of duty described below will prevail except cases authorized by the school director.

(1) All ETLS employees - from 0730 to 1230 and from 1330 to 1630.

(2) Duty OFF/NCO from 1630 to 0730 next day.

(3) Dining Facility Personnel - Shift work as needed. The Dining Facility Manager will follow schedule in number 1 above.

b. TARDINESS: Any employee, who for any reason expects to be late to work should make arrangements with his/her supervisor. If unable to do so for a legitimate reason, he/she will immediately notify the supervisor upon arrival. Frequent and consistent tardiness is an unwelcomed trait in any employee and the supervisor is directed to deal strictly with habitual offenders.

c. TEMPORARY SHORT ABSENCES: Any employee who is compelled to abandon his/her place of work will make arrangements with his/her supervisor. It would be at the discretion of the section supervisor to determine if the temporary absence will be authorized. Supervisors are reminded to avoid falling in the habit of granting permission to be temporarily absent for unwarranted reasons. Only legitimate reasons should be honored.

d. LEAVE. Supervisors will plan their employees leave schedules for periods when students are not physically present. The following criteria will be observed if it is impossible to grant leave during this period:

(1) Leave schedules should be sufficiently staggered to permit continuity of ETLS normal operation.

(2) Only one key person from the same section will be on leave at a time.

e. PERSONAL ATTIRE:

(1) Uniform will be clean and well pressed. Only insignias, shoes or boots authorized by current directives will be worn. Shoes and boots will be polished at all times.

(2) Drill Sgts will use their Drill Sgt Hat as their head gear. All other military personnel will wear the regular head gear authorized with the uniform.

(3) All civilian personnel working at ETLS will wear civilian clothes commensurate with the dignity of the school.

SOP, ADMINISTRATION, ETLs PRARNG, dtd 1 December 1981 (cont'd)

f. TIME AND ATTENDANCE:

(1) ETLs Supervisors will keep an attendance record of all FTTD personnel on NGB Form 46 (Time and Attendance Card). The card will cover a 15-day period, from 1-15 and 16-30 on a particular month.

(2) Civilian personnel under contract will sign the time and attendance register on a daily basis. Supervisors will enforce this rule and failure to comply with it should not be tolerated.

(3) The Student Company Commander will submit a daily headcount to the School Director not later than 0800 hrs daily. It will include excused absences and AWOL personnel. Individuals granted pass will show reason for the excuse. Students absent will be reported daily, to include cumulative total days absent.

g. ACCIDENTS: ETLs employees who may suffer an accident or who become victim of an occupational disease while engaged in their official duties, require separate actions at supervisory level which are delineated below:

(1) First aid may be provided by the school nurse to all ETLs employees and students as an immediate action. Further medical treatment will be dealt as prescribed in subsequent paragraphs.

(2) Military personnel on FTTD status will be evacuated to the nearest Military Hospital. If a Military Hospital is not within reasonable distance to handle the emergency, the injured or sick individual will be taken to the Veterans Administration Hospital. If this is not possible, patient will be taken to the nearest Private or Public Hospital. If a Private Hospital is used for an emergency care, immediate arrangements should be made to transfer this patient to a Military Hospital as soon as practical.

(3) Civilian employees needing further treatment will be transported by the most expeditious means to a State Dispensary at Salinas, P. R. Individuals having a Group Medical Plan may be taken to a Private Hospital where the plan is honored, since the government will not pay for the treatment of civilians.

h. BREAKS: Supervisors are authorized to set periodic breaks within their area of responsibility, but must be reminded to avoid the abuse of such breaks. The breaks will never be less than the time allowed by the local and federal laws, i.e., 15 minutes in the morning and 15 minutes in the afternoon.

(1) Students will be granted a 10 minute break after each and every period of instruction. Teachers may use these periods to rest or take a coffee break.

SOP, ADMINISTRATION, ETLS PRARNG, dtd 1 December 1981 (cont'd)

(2) If a coffee pot is installed in any area, care must be exerted to comply with the safety precautions required for the appliance. The area will be maintained clean and neat at all times.

i. VISITORS REGISTER: The Administrative NCO will be responsible to maintain a register of all persons visiting ETLS. This register should have as a minimum the individuals name, rank or grade, unit of assignment, reason for the visit and his/her signature.

j. TELEPHONES: The commercial telephone installed in ETLS will be used for official business only. Consolidation of calls should be made when possible. Personal calls will not be permitted other than collect calls. ETLS will not accept a collect call from anyone calling the school except in emergencies that involve the immediate family of one of our students or employees. Other than the emergency case stated above, no other collect calls will be accepted.

k. HOUSEKEEPING:

(1) The highest standard of cleanliness and neatness will be observed at all times in the ETLS working areas and surroundings.

(2) Each individual in charge of a particular area is held responsible for its cleanliness. Teachers are reminded to coordinate with their supervisor when a thorough GI party is needed in their classrooms.

(3) At the end of the working day each individual will leave his/her working area clean, secured and ready to start operations next day.

l. UNNECESSARY NOISES: Noises in the ETLS premises and working areas, such as loud tone of voice during working hours affect the capacity of others to concentrate in their work. High pitch noises, regardless of source, i.e., voice, radio or other means will not be allowed.

m. MAINTENANCE OF EQUIPMENT: Equipment entrusted to employees for the execution of assigned duties becomes the direct responsibility of the user. This responsibility entails proper maintenance procedures and care that will be observed at all times.

n. SECURITY: Prior to the end of the working day the following measures will be observed:

(1) All documents will be safeguarded as required.

(2) The safe will be checked to be sure it is locked. This responsibility falls on the Administrative NCO.

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- (3) Windows and doors will be locked and secured.
- (4) Lights will be turned off at the end of the day.

JOSE A. LUNA
CPT IN PRARNG
Director

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HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

SOP
ACADEMIC

1. PURPOSE: To establish guidelines to be followed by the ETLS Academic Personnel.

2. GENERAL:

a. All faculty members will be thoroughly familiar with the content of this SOP, to include the Administration and Energy Conservation SOP's.

b. All incoming instructors will undergo a training period under the guidance of the Academic Supervisor of not less than two (2) days and no longer than four (4) days before beginning to work in the classroom alone.

3. DUTIES AND RESPONSIBILITIES:

A. ACADEMIC RESPONSIBILITIES:

(1) Recruit, interview and evaluate prospectives applying for an instructor position.

(2) Be responsible for the day to day direction, conduct and control of the classes assigned according to the syllabus of instruction.

(3) Frequently revise curriculum contents in conjunction with the English/Math instructors and update it according to the student's needs.

(4) Supervise and evaluate all instructors by frequent classroom observation.

(5) Develop and conduct seminars and workshops for the instructor's professional development.

(6) Maintains continuous contact with the Defense Language Institute (DLI) in Lackland Air Force Base, Texas concerning new educational methods and techniques in teaching English as a secondary language.

(7) Coordinates technical assistance with the Maintenance Officer to keep lab equipment in good operational conditions.

(8) Responsible for solving disciplinary problems that might develop inside the classrooms.

SOP, ACADEMICS, ETLs PRARNG, 1 December 1981 (Cont'd)

(9) Counsels individual students regarding their progress, to include, assisting them in solving personal problems affecting their advancement.

(10) Will conduct a weekly meeting with his/her employees, to discuss academic and other pertinent matters.

b. FACULTY:

(1) GENERAL:

(a) They will speak English to the students at all times. Spanish will only be used to clarify a doubt or to check comprehension when all other means have been exhausted.

(b) Will participate in preparation of worksheets and/or handouts for the students as required, to include curriculum revision at least once a year.

(c) Will utilize the ETLs Syllabus of Instruction as a guide for teaching English and Math as a second language, in conjunction with the American Language Course text books. They are required to have in their possession a copy of the syllabus of instruction since it thoroughly explains step by step the methods of instruction for teaching purposes.

1 Lesson plans will be prepared on a daily basis and the following information will be included on the ETLs pre-printed lesson plans sheets:

- a Section
- b Date
- c Class
- d Topic
- e Objectives

(2) SPECIFIC:

(a) Be on time in the classroom prior to the arrival of the students.

(b) Faculty members are required to attend and to be on time to the weekly meetings scheduled for Friday's in the afternoon.

(c) Will insure that students are present and on time for class.

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(d) Will inform the Academic Supervisor if he/she is missing students during class.

(e) Are authorized to excuse a student from class based on their advancement and progress in class, to include special details.

(f) The Lab Instructor will use the American Language Course tapes for instructional purposes as well as additional drills previously prepared in accordance with the Syllabus of Instruction. He/she will make arrangements with the assigned Test Control Officer (TCO) to conduct the English Comprehension Level (ECL) examination and the ETLS locally made test. He/she will inform the Academic Supervisor of any equipment deficiencies that may be found and need prompt repair or replacement.

(g) All faculty members will make sure that windows are closed and that lights and fans are turned off when not in use.

(h) They are responsible for the property in the classroom, thus they will notify the Academic Supervisor of any property that needs to be repaired or replaced in the classroom.

(i) Faculty members may authorize the students to take off their shirts only inside the classroom according to temperature conditions. Once the student is dismissed from class, he/she is required to have his/her shirt on, unless prior instructions from the military section permits him/her to be without it.

(j) Faculty members may authorize a student to wash his/her face, or stand in the back of the classroom, if he/she has the tendency to fall asleep during class.

(k) Faculty members may send a student to the Orderly Room to get a sick slip in case of illness. In case of an emergency, they will send the student directly to the dispensary and immediately notify his/her supervisor.

(l) Faculty members are not authorized to discipline students in a military manner.

(m) Any faculty member not able to solve a discipline problem within the classroom, he/she refers it to the Academic Supervisor.

(3) EVALUATION:

(a) All faculty members will be involved in the screening and proficiency testing of the students upon arrival at ETLS. They will conduct oral evaluations on a one to one basis to place students into sections according to their respective proficiency level in conjunction with the diagnostic ECL test.

SOP, ACADEMICS, ETLs PRARNG, 1 December 1981 (Cont'd)

(b) Throughout the course, the students will be evaluated with periodical quizzes and examinations of both oral and written nature. In addition, they will be given two (2) interviews of a formal nature, the first involving an instructor and a student and the second and final interview involving a minimum of three (3) instructors. The final Language Laboratory Test is an ECL. They will make comments as required on the Student Evaluation Record, ETLs Form 113.

(c) Faculty members will give homework assignments from the American Language Course Workbook that is given to each student at the beginning of each cycle according to the students proficiency level.

(4) SPECIAL ACTIVITIES:

(a) Office Hours: The two (2) office hours will be utilized to:

- 1 Counsel students.
- 2 Evaluate students.
- 3 Plan for next day.
- 4 Read articles applicable to their professional development.
- 5 Substitute when another instructor is absent.
- 6 Perform other tasks as assigned.

(b) Study Period: It will be conducted on Mondays, Tuesdays, and Thursdays from 1830 hrs until 1930 hrs. The students will have a minimum of one instructor to assist them. English will be emphasized at all times as to enhance the student's learning progress. All assignments and extra work will be done during this period.

(5) CONDUCT AND BEHAVIOR:

(a) All instructors will conduct themselves in accordance with the requirements of any military and civilian school.

(b) Smoking, eating, drinking sodas or coffee is prohibited in the classrooms. This applies to the instructors and students.

(c) Alcoholic beverages are prohibited in all school premises.

(d) The instructor will not sit on desk top when conducting classes.

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(6) ABSENCES:

(a) Any faculty member that needs to be absent, will notify the Academic Supervisor two (2) days in advance for further arrangements of his/her classes.

(b) Any faculty member having to be absent unexpectedly will notify ETLs as soon as possible.

c. MILITARY INSTRUCTOR:

(1) Responsible for planning and conducting the instruction of the student body in a variety of military subjects.

(2) Responsible for the overall behavior and evaluation of the students.

(3) Counsel students regarding their behavior and progress to include assisting them in solving problems affecting their advancement.

(4) Will introduce the students to the military environment and ease their adjustment to the military life.

(5) Maintains a constant awareness of changing military procedures and publications and recommends necessary curriculum changes to the School Director.

(6) During the available time between each cycle, he/she is responsible for planning, preparing and the revision of material needed for military instructional purposes. He/she also coordinates and requests from TASO well in advance of any audio-visual material or equipment needed.

JOSE A. LUNA
CPT IN PRARNG
Director

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HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

SOP
STUDENTS PROCEDURES

1. SCOPE:

This SOP is designed to assist the student in successfully completing the prescribed course of instruction. All students must become familiar with the policies and procedures described in this SOP immediately upon entering ETLS.

2. PURPOSE:

a. To provide the student with a written source document that will serve as ready reference during their tour at ETLS.

b. To insure uniformity in the program through a set of written procedures, SOP and guidance that are to be adhered to.

3. DUTIES AND RESPONSIBILITIES:

a. The possession of items that are against the law or Army Regulations, are not allowed while in ETLS. Such items include brass knuckles, roach clips, hash pipes, syringes, chains, black jacks, guns and other deadly weapons; obscene or pornographic material, beer, wine or any other type of alcoholic beverages, drugs (except those prescribed by a doctor), knives with blades over three (3) inches, all switch blades and straight razors. Gambling is against Army Regulation and is never authorized.

b. Men will get a military haircut before they report to the school. The hair on the top of the head will be neatly groomed. The length will not be excessive or look ragged or unkempt. Sideburns will not be allowed to grow below the lowest part of the ear opening. If moustache is worn it will be kept trim and neat. Goatees and beards are not permitted. Female personnel will have a neat feminine hairstyle with the hair not to extend below the bottom edge of the uniform collar.

c. Uniforms issued by their units will be worn:

They will wear fatigues on Mondays, Tuesdays and Fridays; blue jeans, white t-shirt and sneakers on Wednesdays and Thursdays. Students must also have a physical training uniform which will consist of a t-shirt, short pants, sneakers and towel. The uniform will always be worn with pride, and as prescribed by Army Standards.

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SOP, STUDENTS PROCEDURES, ETLs PRARNG, 1 December 1981 (Cont'd)

d. The students are not authorized to use civilian clothes during the week days, except on Sundays when they return from their homes.

e. The students will perform assigned duties and details in the best manner they can, in order to obtain the high standard in every job with the supervision of a Drill Sergeant and when not in classes.

f. While the student is in the military service he is under the scope of both military and civilian laws. They are expected to conduct themselves in a manner that is favorable to them and the service. Military laws are contained in the Uniform Code of Military Justice (UCMJ). The violations of military laws may result in punishment ranging from an Article 15 (restriction, extra duty, fines, etc.) and a court martial. A conviction by court martial is a federal conviction and may result in confinement, a bad conduct or dishonorable discharge, fines, forfeitures, or reduction in grade, depending on the offense.

g. The Army holds the student personally responsible for all property or equipment that is issued. They will be required to sign a receipt for his bedding and other items while in ETLs. Before signing the receipt they should check it out and be sure that they have all the items. If any item or government property for which they signed is lost, stolen or damaged through carelessness or neglect on their part, they will be required to pay for the missing or damaged items through a deduction from their pay, and disciplinary action may also be taken.

h. The student is required to read the bulletin board, and be familiar with the information posted.

i. Report to the Orderly Room:

The students will report in a military manner, knock twice on the door at the position of attention and say "Sir, Pvt Doe requests permission to enter in the orderly room, Sir". The Officer or Drill Sergeant will say "Come in or Drive In". He will enter the orderly room in a military manner, stand two steps in front of the desk at the position of attention and say "Drill Sergeant, Pvt Doe reports as ordered, Drill Sergeant". If he/she talks to an officer, he/she will stand two (2) steps in front of the desk at the position of attention, salute and say, "Sir, Pvt Doe reports as ordered, Sir".

After, he/she finishes he/she will assume the position of attention and say "Sir, or Drill Sergeant, Pvt Doe requests permission to leave the orderly room, Sir or Drill Sergeant". He/she will execute an about face and leave the office after the Officer or Drill Sergeant gives him/her the order of "Permission granted".

SOP, STUDENTS PROCEDURES, ETLs PRARNG, 1 December 1981 (Cont'd)

j. Classroom Procedures:

Section leader will march his/her section to the classroom in a military manner. Upon arrival to the classroom, he/she will say, "Section Bravo request permission to enter the classroom". When the teacher or military instructor gives the section permission to enter, everyone will remain in the position of attention after entering the classroom. The section leader will present the section to the teacher or military instructor by saying, "Section Bravo report to class and waits further instructions". The instructor will tell the section leader, "Have them take their seats". The section leader will execute an about face and say, "Take seats". Section will say, "Here to learn".

When the class is over, the section leader will come to the front and ask, "Are you ready?" Class will say, "Yes, we are." Section leader will say, "Fall out for a ten minute break".

k. Break Time:

The student can smoke and drink sodas. If he/she wants to talk to his/her classmate, it must be in English, no Spanish is allowed during break time. A Drill Sergeant will be in the break area to impose discipline, safety and that English is spoken. This area will be maintained in good condition, and the students will be required to police the area when needed.

l. If a student wishes to go on sick call the night before, he/she will notify the Duty Officer or Duty NCO in order to get DA Form 689 (Sick Slip) and the next day he/she will report to the nurse at the Aid Station at 0700 hrs. If the student gets sick during classes he/she will notify the instructor, and whenever possible you will wait for the 10 minute break, and then report to the Orderly Room to get a sick slip to go to the Aid Station. After being checked by the nurse, he/she will return to the First Sergeant in order to let him know his/her final status. If no medical profile, he/she will keep a sick slip which describes his/her status, i.e., light duty, no KP, quarters, etc. The student will be familiar with the terms of his profile. If emergencies occurred while on pass, report to the nearest Military Medical Facility, Veterans Hospital, or Private Hospital in that order.

m. The student will take what they can eat and eat all they take. While waiting to enter the dining facility they will stand outside, thirty (30) inches from the student in front at "Parade Rest", coming to attention prior to moving forward. No one will advance his allotted position unless authorized to do so. The student will show his/her meal card to the Headcounter and sign DA Form 3351. A lost meal card will be immediately reported to the Platoon Sergeant.

(1) Speaking is not permitted while eating.

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(2) Each student will be selected for kitchen police (KP) by the First Sergeant from a duty roster, DA Form 6. This duty will only be given once or twice as necessary. The KP uniform is fatigues with the baseball cap. You can not go on KP if you are sick. It will be the student's responsibility to report to the Dining Facility at 0530 hrs.

n. When they arrive at the school they will be issued two (2) sheets, one (1) pillow, one (1) pillow case and one (1) mattress cover that they will sign for. On Sundays they will pick up linen from the supply and on Friday morning they will turn in all their linen. Report any rips or tears larger than six (6) inches to the Drill Sergeant upon their receipt and subsequent inspections. All bunk frames and springs will be wiped clean and will be free of dust and dirt.

o. While using some sensitive equipment such as the M16A1 Rifle and M17 Gas Mask, they will never leave weapon and gas mask unguarded. They may not give it to anyone in their Chain of Command except the supply sergeant, armorer or range safety personnel.

p. The student will use the Chain of Command at all times. The Chain of Command begins with their Platoon Sergeant, he is the first person with whom they should discuss the problem or situation that they have. If you feel that he cannot solve their problem, they may arrange to see the First Sergeant. Our Commander has an open door policy which a student may utilize to see him, if he/she has followed the Chain of Command and his/her problem has not been solved.

4. PRIVILEGES:

a. Student will be granted a weekend pass from Friday at 1700 hrs until Sunday at 1600 hrs. If a student does not report on time, he/she will be considered to be absent without leave (AWOL), this action may result in disciplinary measures against them. In case of problems arriving to the school, you must call immediately the Officer in Charge or the Duty NCO for that day: 824-2955 or 824-3110 ext. 60.

b. Military Postal Service and correspondence with the family is authorized and encouraged. Mail drop is located at building 761 by the Orderly Room. Return address will be as follows:

EXAMPLE: PVT John Doe
000-00-0000
ETLS Box Z
Camp Santiago
Salinas, PR 00751

c. Telephone:

Telephone booth is located at the ETLS areas next to Classroom No. 1 and will be used by the students for their personal calls. The phones in

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the company orderly room and officers are for official use only. Nevertheless, if an emergency occurs, family may call during duty hours to 824-2955 or 824-3110 ext. 60.

d. The students will be allowed to bring their privately owned vehicles to Camp Santiago. If they bring their vehicles, they must see their Platoon Sergeant or the student First Sergeant in order to make arrangements to get a bumper sticker or special permission to bring their cars to the ETLS area. They are not allowed to use their vehicles during week days under any circumstances, except when properly authorized.

5. COUNSELING:

The student will be counseled at regular intervals during his/her stay at ETLS. After three (3) formal counseling for improper behavior, they will be sent to see the Student Company Commander for further action.

6. PERSONAL HYGIENE:

a. All personnel will shower and brush their teeth daily. All male personnel will shave in the morning. All showering will be accomplished at night. Only the fire guard will shower after lights out. All personal items must be secured under lock and key in your wall foot locker when you are not within arms reach of them. Report thefts immediately to your Platoon Sergeant. You must report any strangers in or around your platoon area. Admit no one, not assigned to your platoon who is not a Drill Sergeant.

7. LIGHT & NOISE DISCIPLINE:

Every night lights will be turned off by your Duty Officer or Duty NCO at 2200 hrs. There will be no noise in the barrack after lights are out. Lights will not be turned on until the next day at 0600 hrs, unless an emergency occurs.

8. SAFETY:

Do what you are told, when you are told to do it. Listen to your Drill Sergeant. You will be required to move quickly in some areas, do not run. Use only approved exits and entrances. Remember safety is always first. During training periods in Camp Santiago we may encounter duds (a round of ammunition that has failed to explode). Do not touch them, tell your Drill Sergeant about it and mark it.

9. DISCIPLINE STANDARDS:

You will respond to each and every order with enthusiasm and cheerful obedience. This is particularly true when the order is given by the teacher or by a Drill Sergeant or any other ETLS staff member.

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10. CONDUCT DURING INSTRUCTION:

a. Be an active listener by practicing good listening habits. You should take notes in whatever way you find most effective.

b. If you feel sleepy, get up from your seat and stand at the rear of the classroom. Nothing will be said to those who voluntarily go to the rear.

c. If you have a question, raise your hand. The instructor will call on you and you will take the following action: Stand, saying, "Sir, Drill Sergeant or Teacher, Pvt Doe, and state your question in the simplest possible terms".

JOSE A. LUNA
CPT IN PRARNG
Director

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HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

STANDARD OPERATING PROCEDURES
MESS OPERATIONS

1. REFERENCES:

- a. AR 30-1
- b. NGR 30-1

2. PURPOSE: This SOP is intended to provide general and specific instructions to the Dining Facility Officer and Dining Facility personnel on the standards and operation of a mess facility.

3. RESPONSIBILITIES AND/OR DUTIES:

a. FOOD SERVICE OFFICER

(1) Will see that headcounter or Dining Facility Sergeant is provided with DD Form 1544, Cash Meal Payment Sheet, prior to the serving of the meal.

(2) Will complete the organization or dining hall starting date, current rates for food cost, surcharge, and per diem surcharge, on DD Form 1544, prior to issue.

(3) Will review and sign all Cook's work sheets for each day operation after the last meal of the day.

(4) Will review and sign all requests for subsistence if designated by the Commander.

(5) Will coordinate all KP requirements with the Orderly Room.

(6) Will insure that an On-The-Job Training Program is implemented.

(7) Will insure that a Food Conservation Program is implemented.

(8) Will insure that cash from the sale of meals is properly collected and recorded and that cash collection books and sheets are properly safeguarded and turned in.

(9) Will cooperate with the Food Advisor during his visit and make sure that any problems are solved.

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SOP MESS OPERATIONS, ETLS, PRARNG, dtd 1 Dec 1981 (Cont'd)

(10) Will check Dining Facility Sergeant for organization of the days shift, completion of the Cook's work sheet(s), assignment of a Headcount NCO, and for access to necessary forms.

(11) Will check rations for correct issue with the Dining Facility Sergeant so that other units rations are not consumed in error and that required rations are on hand.

(12) Will assure that all condiments left from the last meal are consumed before opening fresh condiments, i.e., sugar, salt, flour, etc.

(13) Will make sure all Food Service Equipment is operable prior to the days shift and after shift is over. If repairs are required, a report is made to the appropriate headquarters.

(14) Will make frequent checks to insure Cook's Work Sheet is being followed.

(15) Will assure that Food Service Equipment is properly maintained and used, that all phases of sanitation are enforced, that food is not wasted, nor stored improperly. That all leftovers are disposed of in accordance with current regulations.

(16) Will insure that all personnel have immediate medical attention in case of an accident or illness.

(17) Will conduct a fire drill with the unit.

(18) Will insure that the dining facility is left in a sanitary condition and that all personnel are out of the building before it is secured.

(19) Will go over the dining facility Closing Inspection Sheet with Dining Facility Sergeant. Unless items can be checked "yes" or appropriate "remarks" made, personnel will not be released until dining facility is prepared to be closed.

(20) MAINTAIN A CLEAN AS YOU GO, SAFETY FIRST, ELIMINATE DEFECTS, HAVE PRIDE IN ASSIGNMENT AND FOOD SERVICE ATTITUDE.

b. DINING FACILITY MANAGER

(1) Is responsible for the implementation of guidelines in this SOP.

(2) Will be thoroughly familiarized with AR 30-1 and NGR 30-1.

(3) Will insure that all Dining Facility Personnel will undergo a physical examination annually.

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(4) Will insure that all Dining Facility personnel have their health certificates up to date and posted on the Bulletin Board.

(5) Is responsible to see that the Cook's Work Sheet(s) is/are properly prepared and posted and required with all current and pertinent directives.

(6) Will inspect serving lines to determine the quantity and quality of food being served.

(7) Will hold a meeting for all food service personnel at the beginning of each day to make assignments, review recipes, SOP's and menus, solve problems, to keep cooks well informed, and to correct errors made during the previous meal or shift.

(8) Will inspect personnel for cleanliness and insure that corrections are made before next shift begins to work.

(9) Will prepare and maintain the dining facility accounts, records and related reports.

(10) Will prepare and put into effect a daily dining facility checklist that includes personal hygiene, sanitation, food preparation, cooking, and serving of food.

(11) Will insure that proper uniforms are worn by cooks, i.e., cook whites for Garrison operation and fatigue uniform for Field operation.

(12) Will not permit smoking in the kitchen area, near the serving line, nor where food is being handled.

(13) Will be responsible to see that all Dining Facility Equipment issued is properly accounted for at all times. In the event property is lost through neglect or misuse will notify ETLS Director to affix pecuniary liability or for the preparation of a Report of Survey.

(14) Cash collections with applicable surcharges will be made on all EM's not in active duty, civilians working at ETLS, visitors and officers using ETLS Dining Facilities.

c. KITCHEN POLICE PERSONNEL (KPs)

(1) Dining Facility Officer and Dining Facility Manager will insure that a minimum of four (4) KP's are available for duty plus one additional KP for every 50 men increment over 125 people using the Dining Facility. Coordinations will be made with the Orderly Room to provide these KP's.

(2) KP's will not be used to serve anyone using the ETLS Dining Facilities except in cases authorized by the School Director or his representative.

SOP MESS OPERATIONS, ETL5, PRARNG, dtd 1 Dec 1981 (Cont'd)

(3) Dining Facility Officer and Dining Facility Manager will insure that the KP's appearance and discipline is up to military standards.

(4) KP's are not authorized to participate in the process of food preparation.

(5) Dining Facility Manager or Shift Leader is responsible to brief the KP's on all their assigned duties and Dining Facility Operation. This briefing will be conducted every day when the KP's report for duty.

4. FOOD PREPARATION:

a. Dining Facility Officer and Dining Facility Manager will insure that only high grade food items are served. A conscious inspection of all food items will be made prior to food preparation.

b. Recipes will be followed accordingly and no deviations are authorized except in those particular cases where changes to the menu have been approved by authorities.

c. Dining Facility Officer and Dining Facility Manager will insure that the appearance of food being served is neat and organized. Self serve will be limited to items such as bread, butter, juice, coffee, cakes, fruits and milk. Food should be served hot at all times possible.

d. Cooks will prepare food in accordance with recipes in TM 10-412, Menu Notes or designated SOP's.

e. Cooks will follow the Cook's Work Sheet to insure timely preparation of meals.

f. All fresh fruit will be washed and chilled before placing them on the serving line.

g. All juice will be chilled before placing on the serving line.

h. All frozen and dehydrated juices will be prepared according to recipes on cans.

i. Cooked cereal will be made in small quantities by recipes on container.

j. Assorted dry cereals will be placed on the serving line during breakfast meal only.

k. Fresh milk will be self serve from dispenser. (Single service cartons when dispensers are not available.)

SOP MESS OPERATIONS, ETL5, PRARNG, dtd 1 Dec 1981 (Cont'd)

- l. Breakfast a la carte menu will include hotcakes, French toast, and eggs made to order.
- m. Creamed beef will be made according to recipe L-30.
- n. Canned maple syrup will be opened and heated as needed.
- o. Butter will be placed on serving line on ice prior to serving time.
- p. Toast will be made as needed.
- q. Jam, jelly, honey, and peanut butter will be self served from line.
- r. Tea bags will be self service.
- s. Iced tea will be made according to recipe C-13 and served from pot with lemon wedges.
- t. Coffee will not be ready for serving more than 15 minutes prior to serving time.
- u. Left over coffee will be used for coffee call prior to next meal when fresh coffee will be made.
- v. Crackers will be served from shallow pan at the end of the serving line.
- w. Items to be used for relish tray will be washed, trimmed, and sized before serving. They will be taken out of the refrigerator as needed.
- x. Salad dressings will be of assorted types when possible, except when cole slaw or jello is served. Remove salad dressing from jar and serve from bowl.

5. SANITARY RULES:

a. DINING FACILITY PERSONNEL

(1) Will keep their immunization records updated and will report to the Dining Facility Manager any time they or their immediate families have been exposed to a contagious disease.

(2) Will wear a clean mess white, be fresh shaven, have a neat haircut and clean fingernails.

(3) All Dining Facility personnel including KP's will wash their hands after using latrine facilities with soap and water before working on their assigned duties.

SOP MESS OPERATIONS, ETL5, PRARNG, dtd 1 Dec 1981 (Cont'd)

(4) Water and/or milk used for drinking and in the preparation of food will only be used from an approved sanitary source.

(5) Cooks will observe all rules of personal hygiene, dining facilities and/or field sanitation, and safety when preparing food.

b. KITCHEN STOREROOM

(1) Will be kept clean and neat in appearance at all times.

(2) A proper segregation of stock by day and by meals will be maintained. See para 130a (17) FM 10-2.

(3) No items will be stored directly on floors. (Use dunnage)

(4) A proper rotation of food stocks must be maintained at all times on a first-in, first-out basis.

(5) The storeroom will be locked at night.

(6) All cleaning materials will be stored elsewhere.

(7) Windows are to be properly secured at all times.

(8) Excesses are to be held to an absolute minimum.

(9) Nonrefrigerated perishables are to be inspected upon receipt and all signs of deterioration removed. A continued daily inspection for deterioration should be maintained.

(10) Salt and pepper containers must be refilled after each meal.

(11) Napkin holders must be refilled after each meal.

(12) Pots and pans will be stacked properly on pot and pan rack.

(13) Do not store any lids other than roasting pan lids on the pot and pan rack.

(14) Opened cans of dry food items will be kept covered during the time of storage.

(15) Opened jars of jams, jellies, ketchup, mustard, or salad dressing will be stored under refrigeration.

(16) Storeroom will be cleaned after each meal. Food items will be placed on storeroom shelving right side up, labels out and forward.

(17) Remember correct storage will aid in the proper use of nonperishable items.

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SOP MESS OPERATIONS, ETLS, PRARNG, dtd 1 Dec 1981 (Cont'd)

c. TRAY ROOM

- (1) Dishwasher water will be kept between 150 and 160 degrees at all times.
- (2) Rinse water will be kept at 180 degrees.
- (3) Garbage cans will be emptied and washed in hot soapy water after each meal.
- (4) Tray room floor will be cleaned after each meal and all drains will be cleaned.
- (5) All sinks will be cleaned and wash water changed frequently.
- (6) All dinnerware will be cleaned and stacked as neatly as possible, air dried and placed in the proper dispensers. Arrange dinnerware so as to keep eating portion from being handled by other personnel.
- (7) SMOKING IS NOT PERMITTED IN THE TRAY ROOM OR KITCHEN AREA.
- (8) Prior to washing, all equipment and utensils will be pre-rinsed and/or prescraped, and when necessary, presoaked to remove heavy food particles.
- (9) When manual dishwashing is routinely employed, equipment and utensils will be thoroughly washed with a clean hot detergent solution in a first sink, then rinsed in a second sink to remove detergent and abrasives, followed by immersion in a third sink for sanitation. Wire baskets will be used for immersion in the second and third sinks. Immersion in the third sink will be for one minute at 180 degrees Farenheit with a thermometer indicated and booster heater provided.
- (10) When dishwashing machines or sinks are not available, a mess kit laundry will be set up.

d. KITCHEN AREA

- (1) "NO SMOKING" signs will be posted in conspicuous places. Please observe posted signs in the dining-facility.
- (2) Cooks will be properly dressed and wearing hats. Hats must be worn by all personnel. Personnel out of uniform (without hats) are subject to being red-lined.
- (3) Unauthorized personnel are not to be in the kitchen area.
- (4) Windows and sills will be clean, screens in place and in good repair.

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(5) Ranges will be free of dust, rust, excessive grease, and spillage burned on the surface of the ranges.

(6) All equipment cleaned AS YOU GO.

(7) Shelves and pot storing areas cleaned and free of metal scrapings. Pots and pans stacked neatly as noted on the pot and pan rack in the storeroom.

(8) Baking pans covered to prevent rust.

(9) Power mixer clean and oiled according to instructions.

(10) Steam table and serving area will be clean and free from objects not belonging to this area.

(11) All personnel will be properly instructed in procedures for operation of all equipment, including lighting of ranges. (Handles will be turned in the proper way, not forward.)

(12) Areas under ranges, steam table, work tables, etc., will be clean and free from food spillage. Cooks will assist in the mopping of kitchen area, storeroom, and cleaning of refrigerators.

(13) Equipment will be in good repair, all malfunctions will be reported to proper authority.

(14) HOODS ABOVE RANGES WILL BE CLEAN AND GREASE FREE.

(15) DO NOT PULL ANY MASTER SWITCHES AT END OF SHIFT UNLESS YOU KNOW WHAT THEY TURN OFF. MOST SWITCHES TURN OFF THE REFRIGERATION EQUIPMENT.

(16) Food preparation tables and other work surfaces will be cleaned after each use.

(17) Other items of equipment will be cleaned after each use as specified in TM 10-415.

(18) Kitchen fans should be wiped daily and cleaned thoroughly after being used 21 times.

(19) Windows will be cleaned with a solution of hot water with one tablespoon of vinegar.

e. REFRIGERATION AREAS

(1) Ice chests will be clean inside and out. USE FOR ICE ONLY.

(2) Frozen food cabinet will be cleaned inside and out and properly defrosted. Defrost before 1/2 inch ice is formed on sides.

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SOP MESS OPERATIONS, ETL5, PRARNG, dtd 1 Dec 1981 (Cont'd)

(3) Refrigerators will be cleaned outside as needed and the inside cleaned thoroughly every day in accordance with TM 10-415.

(4) Storage of items in refrigerators will be in accordance with FM 10-23.

(5) Walk-in boxes will be cleaned thoroughly every morning and as needed. Food stored in same manner as in FM 10-23.

(6) Areas around refrigerators will be kept covered.

(7) Food items stored in refrigerators will be kept covered.

(8) No pots and pans will be stored in refrigerators or on top except upon dunnage one inch or more above refrigerator surface and then only if other dunnage storage space is lacking.

(9) Thermometers will be checked regularly to insure they are working properly and that temperatures are maintained at 40 degrees or below.

6. SAFETY:

a. Dining Facility Officer and Dining Facility Manager will conduct a daily safety inspection of the area, anticipate and correct any unsafe condition detected.

b. Dining Facility Personnel will not operate the gas range unless they have received training on the operation of the equipment.

c. Gas for fire units to be used during power failure will be stored at least 50 feet away from any structure.

d. The kitchen floor will be kept dry at all times to avoid accidents. Water leakage from equipment and/or water pipes will be reported immediately to Post Engineering.

e. Dining Facility Officer and Dining Facility Manager will inspect fire extinguishers at least once a week to make sure they are full and ready to be used in emergencies.

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Director

Technical Report 155

HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

SOP
MEDICAL SERVICES

1. REFERENCES:

- a. AR 190-50 Physical Security for Storage of Controlled Medical Substances and Other Medically Sensitive Items.
- b. NGR 190-50
- c. AR 190-51 Security of Army Property at Unit and Installation Level.
- d. NGR 190-51
- e. AR 40-2 Army Medical Treatment Facilities: General Administration
- f. AR 40-61 Medical Logistics Policies and Procedures.

2. PURPOSE: This SOP provides general and specific instructions to the personnel involved on the standards and operation of a First Aid Station. To establish policy and minimum physical Security standards for the storage of controlled medical substances and medically sensitive items.

3. DUTIES AND RESPONSIBILITIES:

- a. The nurse will maintain control of all controlled medical substances and take necessary measures to safeguard these items.
- b. The nurse will be responsible for the sanitary conditions in the dispensary.
- c. He/she will maintain a record of all patients treated at the dispensary; to include a Sick Call Report on a daily basis.
- d. He/she will keep a running balance on all medical supplies and request new medicaments when they reach a pre-established replenishment level thru the 201st CSH.
- e. He/she will conduct a monthly inventory to check expiration dates on medical supplies in stock; to include discontinued medication.

4. SICK CALL:

- a. It will be conducted every morning from 0700 to 0800 hrs.
- b. Students will pass thru the Orderly Room and report to the 1SGT or Duty NCO to get DD Form 689 (Individual Sick Slip) before they report to the First Aid Station.

ANNEX 5

SOP, MEDICAL SERVICES, ETLs, PRARNG, dtd 1 Dec 81 (Cont'd)

c. In case of an emergency, patient will be evacuated to the nearest Medical Facility or the Army Hospital concerned whenever necessary.

d. Required ambulances or other vehicles will be secured from Camp Santiago Facilities.

e. Patient with acute condition will be referred to Fort Buchanan Health Clinic for further medical treatment, SF 600 will be used for this purpose.

f. In case of an accident or serious illness an LOD will be initiated.

5. STORAGE OF CONTROLLED MEDICAL SUBSTANCES AND MEDICALLY SENSITIVE ITEMS:

a. DEFINITIONS:

(1) Controlled Access Area: A storage area to which access is restricted to specifically designated individuals.

(2) Controlled Medical Substance: Use for treatment, therapy or research; i.e., narcotics, amphetamines, barbiturates and hallucinogens.

(3) Medically Sensitive Items: Standard or non-standard medical items considered by medical commanders to be sufficiently sensitive to warrant some degree of physical security in storage, such as needles and syringes.

(4) Limited Access Area: Limited to patient care or medically related logistical operations and which is not open or readily accessible to others.

b. POLICY:

(1) Facilities, vaults and containers used for storage of controlled medical substances or medically sensitive items will not be used for storage of classified material.

(2) Theft, loss, recovery or mismanagement of controlled medical substances and other medically sensitive items will be reported as a Category 2, Serious Incident, in accordance with the provisions of AR 190-40.

(3) Disposal of controlled medical substances will be in accordance with the provisions of AR 40-2, AR 40-61 or TB MED 291.

6. LOCK AND KEY CONTROL:

a. Keys will only be accessible to or known by individuals whose official duties require access to them.

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SOP, MEDICAL SERVICES, ETL5, PRARNG, dtd 1 Dec 81 (Cont'd)

b. Current rosters of the names of individuals authorized access to keys will be maintained.

c. Locks will be changed when loss or compromise is suspected, every 12 months, or when personnel having access depart, whichever is sooner.

d. The use of a master key system is prohibited.

e. Unissued keys to storage areas for controlled substances and sensitive items will be stored in an approved safe secured to the structure (at a location other than in the storage area). At no time will keys be left unattended or unsecured.

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HEADQUARTERS
PUERTO RICO NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL
CAMP SANTIAGO
Salinas, Puerto Rico 00751

1 December 1981

SOP
SAFETY

1. REFERENCES:

- a. AR 385-10
- b. AR 385-55
- c. AR 385-63
- d. AR 385-40
- e. DA Pam 385-1
- f. Safety SOP, PRARNG HQ

2. PURPOSE: To serve as a guide for the prevention of accidents, implement the Army Safety Program at ETLS and to establish responsibility for an accident prevention program.

3. GENERAL:

a. The effectiveness of the ETLS prevention program is the responsibility of all officers, NCO's, EM/EW and Civilian Personnel.

b. The School Director is responsible for the implementation of safety program directives, thru an appointed Safety Officer.

c. Accidents or incidents involving members and/or equipment of ETLS which may give rise to claims against or in favor of the US will be reported by the most expeditious means to G-2, PRNG.

4. ETLS SAFETY OFFICER:

a. Become familiar with Army Safety Regulations (AR 385-series), safety requirements, manuals, SOP's and principles of accident prevention.

b. Analyze the ETLS accident experience.

c. Evaluate the need and adequacy of corrective measures to prevent accidents.

d. Prepare directives, policies, plans and procedures on Safety.

e. Insure that all supervisory personnel understand and apply safety rules and principles of accident prevention.

f. Maintain appropriate accident records.

ANNEX 6

SOP, SAFETY, ETLS PRARNG, 1 December 1981 (Cont'd)

- g. Advise the School Director on ETLS Safety Matters.
- h. Promote an awareness of safety in the School.
- i. Insure prompt investigation and reporting of each accident.
- j. Prepare summary reports of accident experience, and process them to higher authority, as required.
- k. Check completeness and accuracy of accident reports and evaluate adequacy of corrective action.
- l. Make periodic safety inspections of operations, activities, equipment, premises, and methods to identify unsafe practices or conditions.
- m. Recommend appropriate action to remove or control hazards.
- n. Determine need and procure materials for safety training.
- o. Recommend job assignments or elimination of safety violators and inept individuals.

5. SAFETY COUNCIL:

a. In order to develop and maintain a safety conscious attitude in ETLS, members of the safety council will assist the Safety Officer for the implementation, improvement and supervision of the safety program.

b. ETLS Safety Council will be composed of the following members:

- (1) School Director
- (2) Safety Officer
- (3) Safety NCO
- (4) Dining Facility Manager
- (5) Maintenance NCO
- (6) Supply Sergeant

c. ETLS Safety Council members should be familiar with Army Safety Regulations and are responsible to issue instructions and safety measures to all ETLS personnel.

d. ETLS Safety Council will meet quarterly, within three (3) weeks after the end of each quarter or at the call of the Council's President for special meeting. Minutes of the council meeting will be forwarded to Higher HQ, ATTN: PRNG Safety Officer NLT, ten (10) days after the meeting is held. Copy of the last meeting minutes will be posted at the Bulletin Board.

SOP, SAFETY, ETLs PRARNG, 1 December 1981 (Cont'd)

6. SAFE OPERATIONS OF ARMY VEHICLES:

a. The operation of any vehicle in an unsafe condition is prohibited. A vehicle is unsafe when any abnormal condition exists which will contribute to an accident. The following are typical examples of unsafe conditions:

- (1) Malfunction of brakes, lights, windshield wiper and horn.
- (2) Broken windshield and mirrors.
- (3) Fuel leaks.

b. All rules and regulations pertaining to the operation of motor vehicles as set forth in the CMWTH of PR. Automobile and Traffic Act will apply to motor vehicles and operators of such vehicles using the military reservations.

c. The following additional regulations apply to both military and civilian vehicles at all times:

(1) In the absence of traffic officers, signs or traffic lights, vehicles on a primary road have the right-of-way over those on a secondary road.

(2) Careless or reckless driving will not be tolerated. Vehicles must be kept under proper control at all times.

(3) No person will operate a motor vehicle under the influence of alcohol.

(4) The maximum speed limit in any army reservation is 25 miles per hour. Lower speed limits in certain areas are as indicated by signs.

(5) The speed of any vehicle will not exceed 5 miles per hour in and around a tent area.

(6) Speed limit in ETLs premises will be 10 miles per hour.

(7) All vehicles will come to a complete halt, before entering or leaving the post at the main gate, unless waived on by gate guard.

(8) Appropriate warning signals will be given by all drivers before changing directions, slowing down or stopping. Hand signals as prescribed in para 14, FM 25-10 will be used.

(9) Vehicles driven in bivouac areas during hours of darkness will be preceded by an individual on foot.

(10) Vehicle will not leave assigned routes unless it is necessary for the accomplishment of their mission.

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SOP, SAFETY, ETLs PRARNG, 1 December 1981 (Cont'd)

(11) Only service vehicles will utilize roads adjacent to dining facilities.

(12) No one will operate vehicles unless authorized to do so.

(13) Vehicles not authorized access to the Military Installation may be parked in the area adjacent to the main gate at the owner's risk.

7. CONVOY OPERATION:

a. A safety lecture will be conducted by the Safety Officer or School Director for all drivers prior to any convoy movement. The following measures will be stressed:

(1) Smoking is not permitted while operating vehicles.

(2) Speed limits will be observed at all times.

(3) All personnel will dismount from road side and stay on road side during halt.

8. REPORTS, RECORDS AND ACCIDENT FORMS:

a. Reports and Record: Initial notification of injury concerning military or civilian personnel and ETLs students will be given to the School Director and/or Safety Officer. A complete written report will be prepared NLT forty-eight (48) hours after the accident.

b. Accident Forms:

(1) DA Form 285 (US Army Accident Inv. Rpt.) will be submitted in accordance with AR 385-40. If needed DA Form 285-1 (Accident Inv. Rpt.) could be submitted.

(2) DA Form 1051 (Record of Injury) used for recording injuries to civilian personnel.

(3) SF 91 (Operator's Report of Motor Vehicle Accident) used to report Army motor vehicle accidents will be completed in accordance with TM 21-305.

(4) Also DA Form 2173 (Statement of Medical on Line of Duty Status) and DA Form 2823 (Sworn Statement) must be completed.

9. ACCIDENT CAUSED BY UNSAFE TRANSPORTATION:

a. Improper transportation of personnel in vehicles, contributes to the high incidence of injuries and fatalities. All ETLs personnel, specially drivers, will take steps to assure that such unsafe practices and conditions listed below are eliminated:

SOP, SAFETY, ETLs PRARNG, 1 December 1981 (Cont'd)

- (1) Carrying personnel in a standing position.
- (2) Riding on load.
- (3) Overloading.
- (4) Improper mounting and dismounting.
- (5) Improper backing of any vehicle, that is backing without a ground guide.

10. DRIVER'S TRAINING: Will be scheduled to improve all ETLs driver's performance.

11. TRAVEL BY PRIVATELY OWNED VEHICLES:

a. Civilian vehicles owned by ETLs personnel and being authorized to enter Camp Santiago Tng site must follow all Safety Regulations contained in this SOP, as applicable.

b. Observance of speed limits will be enforced.

12. AMMUNITION AND GASOLINE:

a. Ammunition:

(1) Will be transported in military vehicles. These vehicles must meet the following criteria:

(a) Be in serviceable condition, have the required load capacity and be equipped to meet all safety requirements.

(b) The cargo body will be clean and free from nails, bolts or other objects which may puncture or damage the ammunition or explosive during loading or unloading, or while in transit.

(c) Will carry out at least one fire extinguisher.

b. Gasoline:

(1) All items such as gasoline, oil, paint, oily rags, etc., will be handled carefully.

(2) Flammables will be stored in a container for such purpose and adequately marked on all approachable sides with the words, "NO SMOKING WITHIN 50 FEET."

SOP, SAFETY, ETLs PRARNG, 1 December 1981 (Cont'd)

13. FIRE RULES AND REGULATIONS:

a. The following rules and regulations will be followed in the prevention of fires and the safe-guarding of life and property by all ETLs personnel.

(1) Electrical:

(a) Any unauthorized person will not be allowed to tamper with or alter any electrical wiring.

(b) No blown fuses will be bridged by using coins or wires in order to complete a circuit.

(c) Frayed and worn electrical cords will be repaired or replaced by qualified engineer personnel.

(2) Smoking:

(a) Smoking in bed is prohibited.

(b) Smoking in the Supply Room is prohibited.

(c) Metal receptacles or ashtrays will be provided for the disposal of cigarette butts.

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APPENDIX D

PROGRAM OF INSTRUCTION
ENGLISH TECHNICAL LANGUAGE SCHOOL

Technical Report 155

The authors of this report have made minor editorial changes to the ETLS Program of Instruction (POI). The POI was designed for 12 weeks but the course was reduced to 9 weeks starting with class 82-1. This class included the 36 Navy recruits.

ETLS SYLLABUS OF INSTRUCTION

I. GENERAL

COURSE: BASIC CONVERSATION ENGLISH Aural-Oral Comprehension

LENGTH: Nine (9) weeks

GOAL: A score of 60 on the ALCPT and pass an oral interview.

TEXTBOOK:

1. Defense Language Institute United States of America, American Language Course.

INSTRUCTIONAL REFERENCES:

1. Dixon, Robert J. A Practical Guide to the Teaching of English. Foreign Language New Edition 1975.

2. Finocchiaro, Mary. English as a Second Language: From Theory to Practice, New Edition, Regents Publishing Company, 1974.

3. Larson, Darlene - Associate Professor of English to Speakers of Other Languages, The American Language Institute, No. 1 Washington Square North, New York University, NY 10003.

4. Oller, Jr., John W. Focus on the Learner. Pragmatic Perspectives for the Language Teacher. Newbury House Publishers, Inc. 1973.

5. Praninskas, Jean. Rapid Review of English Grammar, Second Edition. Prentice Hall, Inc. Englewood Cliffs, NJ. 1975.

6. Wright, McGillivray, Aprendames Ingles. American Book Company, NY. 1966.

7. Yorkey, Richard C. English for International Communication, Books 1 to 4 American Book Company, NY. 1977.

BIBLIOGRAPHICAL LISTING OF ALL CURRENTLY AVAILABLE INSTRUCTIONAL MATERIAL

A. INSTRUCTIONAL MATERIAL - ENGLISH

1. Defense Language Institute, American Language Course, Student Text, Vols. 1100, 1200, 1300, 1400, 2100, 2200, 2300, 2400.
2. Defense Language Institute, American Language Course, Student Workbook, Vols. 1100/1400, 2100/2400.
3. Defense Language Institute, American Language Course, Instructor Text, Vols. 1100/1400, 2100/2400.
4. Defense Language Institute, American Language Course, Reel-to-Reel Tape Series 1100/1400, 2100/2400.
5. Defense Language Institute, American Language Course, Cassette Master Tapes, Series 1100/1400, 2100/2400.
6. Defense Language Institute, English Comprehension Level Test, test booklets, tapes answer keys, conversion tables, Tests 7400-0, 7400-P.
7. Defense Language Institute, American Language Course Placement Test, test booklets, tapes, answer keys, conversion table, Tests 16R and 17.
8. ETLS - Designed Syllabus of Instruction.
9. ETLS - Designed Cassette Tapes (Syllabus of Instruction Oriented).
10. ETLS - Designed Cassette - Military Songs.
11. ETLS - Designed - Cassette Tapes - Popular Tunes.
12. ETLS - Designed - Worksheet Series (Syllabus of Instruction Oriented).
13. ETLS - Designed "ALCPT" Laboratory Examination.

II. ETLS SPECIFIC OBJECTIVES:

Elementary English

Intermediate English

A. ELEMENTARY PHASE

1. Oral

The students should be able to produce the basic grammatical items presented in topics I and XVII in the syllabus of instruction. They should have productive control of the vocabulary contained in these topics and should be able to convey meaning orally in independent production of "yes-no" and "wh" questions as well as complete sentences.

2. Aural

The students acquire a listening comprehension of the grammatical structures included in Topics I to XVII. They should have receptive control of the vocabulary included.

3. Writing

The students should be able to produce in written form, the language that they can produce orally.

B. INTERMEDIATE PHASE

1. Oral

The students should attain oral production of the basic grammatical structures contained in the Syllabus of Instruction. They should be able to convey meaning accurately in complete sentences and should be able to use vocabulary that is adequate and appropriate for both military and civilian settings beyond mere grammatical structure manipulation. It should be accurate and appropriate in as well as out of context. Accuracy in pronunciation and intonation is required to the extent that the speaker's mistakes in both areas, do not interfere with the meaning that he is trying to convey. Further increase in vocabulary should be attained through oral activities where through guided and not guided preparation the students will be able to express ideas orally in an organized and intelligible manner.

2. Aural

The students should be able to understand and respond to natural meaningful discourse, using the grammatical items taught in the syllabus.

3. Writing

All that is "mastered" orally in class is required to be "mastered" in written form. In addition, students should be capable to independently produce sentences in written form that are both grammatically and logically sound.

4. Reading

The students should acquire an understanding of the corresponding written form of the language practiced orally. They should be capable of independent comprehension of elementary reading material which will thus enable them to have a good base for future AIT instruction.

III. SCREENING AND PROFICIENCY TEST INSTRUMENTS AS APPLICABLE:

The American Language Course Placement Test (ALCPT) is utilized by recruiting personnel for screening purposes prior to the students entry in the ETLS program. A minimum score of 30 is required. Upon entry, students are evaluated as to English proficiency with the ALCPT and an oral interview. They are placed in sections in accordance to their respective proficiency levels.

Throughout the course, the students are evaluated with periodical quizzes and examinations of both an oral and a written nature, given in the classroom during the classroom period. In addition, they are given two interviews of a formal nature, the first involving a teacher and a student and the second interview involving three teachers and a student.

They are also given an ETLS created laboratory examination following the format of the ALCPT, but particularly relevant to the ETLS learning situation, as well as another ALCPT. The ETLS designed laboratory examination and an oral interview are given upon completion of one month of study in the ETLS program and the ALCPT.

A final evaluation, consisting of the ALCPT and an oral interview where all teachers and representative military personnel evaluate the students is given at the end of the course.

IV. METHOD OF INSTRUCTION:

A. ORAL COMMUNICATION

Classes are divided into groups of approximately 20 students per section, thus enabling the teacher to offer greater oral practice to each student. Emphasis on oral practice of the given structure with corresponding vocabulary is then given. This is in accordance to the Larson Progression, as developed by Darlene Larson of the American Languages Institute at New York University.

The Larson Progression

1. The students listen to the model sentences provided by the teacher and an assistant selected from the class and previously briefed by the teacher. The teacher and the assistant give the question and answer form.
2. Students are asked "yes-no" questions by the teacher and have to respond with a short answer using the structure being taught.
3. After the students have listened to the "yes-no" questions directed to them and have answered, they are asked to direct "yes-no" questions to fellow students, eliciting an answer from the other students.

4. The teacher then asks "or" questions. "Or" questions are used to get answers where they are practicing with the complete statement form. After some teacher-student drills, students ask these questions to each other. This leads to the presentation of the "wh" (or information) question.

5. The teacher models the "wh" question with the assistant then proceeds with the same approach used with "yes-no" and "or" questions, the final step being active student participation.

B. CHARTS AND PATTERN STRUCTURES

In order to enhance retention of the basic grammatical structures contained in the syllabus, various patterns and charts are utilized.

1. A conjugational verb structure chart is used for all verb tenses contained in the syllabus.

Ex.: Conjugation of the verb "to be" in the present tense

I am	we - are
you - are	you - are
he - is	they - are
she - is	
it - is	

2. Syntactical Pattern Structures are utilized for affirmative and negative statements, "yes - no" and "wh" questions.

C. MEANINGFUL COMMUNICATIVE ACTIVITIES

1. Dialogues are used throughout the course in accordance to the particular needs of the group involved, dialogues offer additional reinforcement in the "situational" and "functional" areas of instruction.

2. Situational Communication activities offered enable the students to produce meaningful conversation in a "real life" situation. These activities take place in the classroom as well as on various Camp Locations, such as the dining facility, or the PT Field and can involve such things as role-playing, problem solving, following instructions, giving commands, etc.

D. READINGS

1. Readings taken from the DLI ALC Texts are given to develop comprehension as well as written understanding.

2. Military publications, as well as such magazines as "Soldiers" and "All Hands" are readily available in order to aid the student in developing his reading abilities.

E. TECHNIQUES USED FOR LEARNING REINFORCEMENT

1. Flash cards are used to prompt rapid oral sentences production. Sometimes this is done in a game format.

2. Pictures from a "picture file" are used to introduce and test vocabulary items and to provide situations that will elicit "real" language from the student. Cartoons are used to motivate sequential conversation.

3. The chalkboard is used for the illustration of structures by means of charts, diagrams, formulas, rules, etc. It is also utilized, when needed, for pictorial representation in the form of sketches, stick figure drawings, etc.

4. In addition to chalkboard presentation, pocket charts are used for dramatization of syntactical pattern structures.

5. Written worksheets give the students the opportunity to write the structures and vocabulary that they have learned to produce orally. In addition, this offers an opportunity for further vocabulary development. Paragraphs are given in all the tenses contained in the syllabus in order to further understanding of this particular grammatical item, as well as to further reading comprehension skills.

6. Entire paragraphs are rewritten by the student in the form of transformational exercises, giving the student the opportunity to further reinforce verb tense differences.

7. Dialogues are used for reinforcement of the indirect speech grammatical structure. This structure is practiced both orally as a communicative activity, as well as in the written form as narrative paragraphs. Dialogues are also employed for transformational verb tense exercises.

8. Training films are used in Military Class as an instructional aid. They also aid in developing English aural comprehension abilities and induce "real" communication in English.

9. A semi-technical listing of military terminology relevant to the ETLS environment and DCT is included in the Content of Instruction (see annex no. 1). This vocabulary is utilized throughout the course, in addition to vocabulary already contained therein, at the teacher's discretion. It is used as additional vocabulary for reinforcement of verb structures, used in statement and question formulation, as well as for pronunciation exercise, situational activities and dialogues.

CONTENT OF INSTRUCTION

I. Greetings

- A. Good Morning
Good Afternoon
Good Evening
Good Night
Hi! Hello!
Bye Good-bye!
How are you?
I'm fine, thank you.
Fine, thanks, and you?

B. Title and Initials

Sir	Master Sergeant (MSG)
Ma'am	Second Lieutenant (2LT)
Trainee	First Lieutenant (1LT)
Student	Captain (CPT)
Private (PVT)	Major (MAJ)
Private First Class (PFC)	Colonel (COL)
Corporal (CPL)	Major General (MAJ GEN)
Specialist 4 (SP4)	General (GEN)
Sergeant (SGT) an NCO	Teacher - Instructor
Staff Sergeant (SSG)	
First Sergeant (1SG)	

1. The purpose of this lesson is to enable the students to use and recognize the structures above orally and written and to apply them to real life situations.

2. Structures may be introduced by means of questions.

3. Pictures as well as real life situations may also be used to introduce the structures.

C. Introductions

What's your name?
My name is _____.
His name is _____.
Her name is _____.

1. Introductions are used to familiarize the students with each other.

2. A real student to student conversation could be developed with introductions.

II. Alphabet

A. Regular Alphabet

1. Questions

What's your full name?
What's your first name?
Spell it.
What's your last name?
Spell it.
What's your nickname?

B. Military Alphabet

1. Use the questions above.
2. The intention of this lesson is to familiarize the students with the military alphabet.
3. The teacher should guide the students to memorize the military alphabet.
4. Students are to change time from civilian to military and vice/versa.

III. Numbers

A. Cardinal

B. Ordinal

1. Emphasis on cardinal and ordinal numbers should be given due to the many real life situations that the students are engaged.
2. A PX or store situation could be utilized for this particular lesson.

IV. Time

A. Civilian

B. Military

1. The teacher should guide the students to recognize, distinguish, and know civilian and military time.

C. Money Expressions

- | | |
|------------|-----------------------|
| 1. penny | 6. dollar (buck) |
| 2. nickle | 7. seventy-five cents |
| 3. quarter | 8. change |

- | | |
|------------------|----------|
| 4. dime | 9. coins |
| 5. half a dollar | |

V. Family Members

- | | |
|-------------------|-----------------|
| 1. mother | 17. stepmother |
| 2. father | 18. aunt |
| 3. sister | 19. uncle |
| 4. brother | 20. godfather |
| 5. mother-in-law | 21. godmother |
| 6. father-in-law | 22. godchild |
| 7. sister-in-law | 23. wife |
| 8. brother-in-law | 24. uncle |
| 9. cousin | 25. daughter |
| 10. niece | 26. son |
| 11. nephew | 27. parents |
| 12. granddaughter | 28. next of kin |
| 13. grandmother | 29. spouse |
| 14. grandfather | 30. offspring |
| 15. grandson | 31. mistress |
| 16. stepfather | 32. girlfriend |
| | 33. boyfriend |

VI. Do you have change for a dollar?

Lend and borrow. How much does a pair of socks cost?
What is the price of soap?

The students should be able to identify the different coins, money expressions, and use them in real situations.

VII. Days of the week

VIII. Months of the year

IX. Seasons of the year

X. Holidays

A. Subject Pronouns

1. Remember that the students should be able to use the verb "to be" in all of its forms.

2. They should also use it with the following demonstratives: this, that, these, those.

B. Conjugation

1. Simple Present Tense

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2. With corresponding subject pronouns

3. Chart

C. Lesson Progression

1. Affirmative and negative statements (corresponding contractions presented at the same time).

2. Yes/No questions

3. Or questions

4. Statements

5. Elementary "WH" questions: who, what, when, where

6. Why because

Uses of the verb "To Be" (a, an, the)

1. Occupations and Professions

- | | |
|-----------------|----------------------------|
| a. cannoneer | i. nurse |
| b. cook | j. dentist |
| c. medic | k. supply sergeant |
| d. MP | l. driver |
| e. clerk typist | m. dining facility manager |
| f. supply clerk | n. job-employment |
| g. mechanic | o. employee |
| h. doctor | p. employer |

2. Nationality

- a. American
b. Puerto Rican

3. Size and Shape

- | | |
|-----------------------|-----------------------|
| a. tall | d. fat, plump, chubby |
| b. short | e. height and weight |
| c. thin, slim, skinny | |

What's your height?
What's your weight?

How tall are you?
How much do you weigh?

4. Age

5. Characteristics

- a. young
b. old
c. pretty, beautiful, attractive, handsome

6. Condition

- | | |
|-----------------------------|-----------|
| a. sick, ill, healthy, well | e. boring |
| b. happy, sad | f. hungry |
| c. sleepy, tired, aware | g. sorrow |
| d. sorry | |

7. Comparative and Superlatives

- a. EX: PVT Rivera is tall.
PVT Rivera is taller than PVT Torres.
PVT Rivera is the tallest.
- b. The same/different from/ like/ similar to/ like
EX: Do you think BCT is the same as ETLS?

8. Place

- a. here
b. there

9. Colors

- | | |
|--------------------------|-----------|
| a. red | e. white |
| b. blue | f. black |
| c. yellow | g. gold |
| d. olive drab green (od) | h. silver |

XI. Weather Expressions

A. Questions

1. How's the weather?
2. How is it outside?

B. Expressions

- | | | |
|-----------|-----------|-----------------|
| 1. sunny | 7. foggy | 13. drizzling |
| 2. cloudy | 8. clear | 14. pouring |
| 3. rainy | 9. hot | 15. snowy |
| 4. hazy | 10. cool | 16. hailstorm |
| 5. breezy | 11. cold | 17. temperature |
| 6. windy | 12. humid | |

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With this lesson the student should be able to know and talk about the different weather expressions according to what they see. The students should be able to talk about the weather on that particular day.

XII. Verb "To Be"

- A. Conjugation
 - 1. Simple Past Tense
 - 2. Chart
- B. Larson Progression
- C. Affirmative and negative statements
- D. Corresponding syntactical pattern structures
- E. Worksheets
- F. Contrast with "to be" in simple present tense.

XIII. Demonstration Pronoun

- 1. this, that
- 2. these, those

The demonstratives will be utilized to introduce the following vocabulary:

- 1. Clothing
 - a. shirt
 - b. pants-trousers
 - c. sneakers
 - d. briefs, jockeys
underwear
 - e. T-shirt
 - f. socks
 - g. boots
 - h. shoes
 - i. belt, belt buckle
 - j. pajamas
 - k. slippers
 - l. robe
 - m. suit
 - n. vest
- 2. Military Vocabulary
 - a. Helmet, helmet liner
 - b. soft cap
 - c. dog tags

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- d. field jacket
 - e. fatigues - class c
 - f. class b - light green & green
 - g. pistol belt
 - h. suspenders
 - i. holster
 - j. butt pack
 - k. chin strap
 - l. canteen, canteen cup
 - m. ammunition pouches - ammo pouch
 - n. duffel bag
 - o. shelter half - (pop-up tent) rope, tent pegs & sticks
 - p. poncho
 - q. rain coat
 - r. sleeping bag
 - s. air mattress
 - t. field pants
 - u. class a - dress greens
3. Personal Hygiene Vocabulary
- | | |
|--------------------------|-----------------|
| a. toothpaste | m. shampoo |
| b. toothbrush | n. talc |
| c. soap | o. mouth wash |
| d. shaving cream | p. towel |
| e. razor and razor blade | q. toilet paper |
| f. after shave lotion | r. paper towel |
| g. comb | s. blower |

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- | | |
|---------------|---------------|
| h. hair brush | t. bandaids |
| i. cosmetics | u. travel kit |
| j. deodorant | w. rinse |

4. Hair Cut Information

- | | |
|----------------|---------------|
| a. crew cut | f. moustache |
| b. flat top | g. whitewalls |
| c. barber shop | h. trim |
| d. side burns | i. shave |
| e. beard | j. stylist |
| | k. blow dry |

The following vocabulary will be introduced with the presentation adverbs:

1. Vocabulary

a. Bathroom

- | | | |
|----------------|--------------|------------|
| 1. shower | 5. bathtub | 9. curtain |
| 2. sink | 6. mirrors | 10. dirty |
| 3. latrine | 7. urinal | 11. faucet |
| 4. toilet bowl | 8. soap dish | |

b. Barrack

- | | |
|---------------------------|------------|
| 1. footlocker | 5. bunk |
| 2. wall locker | 6. blanket |
| 3. pillow,
pillowcases | 7. sheet |
| 4. mattress cover | |

c. Classroom

- | | |
|----------------------------|-----------|
| 1. wall | 7. drawer |
| 2. chalkboard (blackboard) | 8. chair |
| 3. ceiling | 9. roof |

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4. floor
 5. door
 6. desk
2. Larson Progression
 3. Syntactical Pattern Structures
- B. There was, there were
1. Larson Progression
 2. Syntactical Pattern Structures
 3. Contrast with there is and there are

XIV. Possessives

- A. Possessive Adjectives (to be used with yes-no and with questions)
1. my EX.: 1. This is my bunk.
 2. your 2. That's your pistol belt on the table.
 3. his 3. That's his platoon.
 4. her 4. That's her field jacket.
 5. our 5. This is our barracks.
 6. your 6. This is your weapon.
 7. their 7. That's their equipment.

The students should be able to use the possessive adjectives to show ownership on their part as well as others. They should be able to use the correct possessive adjective depending on the person that they are talking about.

B. Possessive Pronouns

1. mine Ex. This is my bunk. (pos. adj.)
This bunk is mine. (pos. pronoun)
2. yours
3. his

4. hers
5. ours
6. yours
7. theirs

Remember that possessive pronouns stand alone.
The possessive adjective stands in front of the noun.

XV. Presentation Adverbs

- A. There is, there are
 1. a bunch of
 2. a lot of
- B. Syntactical pattern structures
- C. Worksheets
- D. Situational Activity

XVI. Can/May

Can expressing ability, in permission, yes-no questions and responses.
May expressing probability and in permission.

XVII. Health Expressions:

- A. Questions:
 1. How are you?
 2. How do you feel?
 3. What do you have?

The students should know the meaning of the following vocabulary and should be able to apply it to real life situations.

B. Vocabulary:

1. sick
2. ill
3. feel sick
4. feel hot
5. warm
6. a fever
7. feel cold

8. cold
9. a cold
10. a fever
11. very tired
12. a sore throat
13. a headache
14. a toothache
15. a stomachache
16. feel tired
17. hungry
18. feel hungry

C. Parts of the Body:

- | | | |
|-----------------|-----------------|-------------------|
| 1. ears | 12. chin | 23. heel |
| 2. belly button | 13. foot-feet | 24. shoulder |
| 3. neck | 14. lips | 25. wrist |
| 4. hand | 15. tooth-teeth | 26. elbow |
| 5. nose | 16. mouth | 27. sole |
| 6. tongue | 17. finger | 28. armpits |
| 7. forehead | 18. back | 29. under arms |
| 8. cheeks | 19. chest | 30. buttocks |
| 9. knees | 20. waist | 31. breast (bust) |
| 10. ankles | 21. hips | 32. face |
| 11. toes | 22. thigh | |

XVIII. Simple Present Tense (Present Habitual Tense)

A. The following verbs will be introduced with the present habitual tense.

1. Refer to Larson Progression when introducing this tense.
2. This tense could be introduced by simply letting the students talk about the things that they do every day, week, Saturday, etc.

Verbs

- | | |
|----------------|-------------|
| 1. wake | 25. rinse |
| 2. wash | 26. walk |
| 3. brush | 27. drink |
| 4. clean | 28. talk |
| 5. buff | 29. study |
| 6. shine | 30. prepare |
| 7. spit-shine | 31. hit |
| 8. comb | 32. go |
| 9. close-shave | 33. fall |
| 10. fold | 34. have |
| 11. display | 35. learn |
| 12. lock | 36. teach |
| 13. do | 37. bring |
| 14. march | 38. take |

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- | | |
|---------------|-----------------|
| 15. stand | 39. want |
| 16. go | 40. join |
| 17. give | 41. buy |
| 18. get ready | 42. shoot |
| 19. make | 43. say |
| 20. line-up | 44. tell |
| 21. sweep | 45. assemble |
| 22. mop | 46. disassemble |
| 23. dust | 47. freeze |
| 24. leave | |

B. Common Two Word Verbs

1. call on - visit, asked to recite
2. come back - return
3. come over - pay a casual visit
4. get up - arise
5. get along - be friendly
6. get out of - escape, evade
7. get through - finish
8. get by - succeed with minimum effort
9. get over - (illness) recover
10. go on - take place, open
11. keep on - continue
12. look into -- investigate
13. look for - seek
14. look like - resemble
15. make out - succeed, distinguish
16. make sure of - verify
17. run over - hit by a car
18. run out - exhaust one's supply
19. run across - discover by chance
20. run into - meet by chance
21. show up - appear, out do
22. call up - telephone
23. do over - repeat
24. fill out - complete
25. give back - return
26. keep up - maintain
27. leave out - omit
28. look up - search for
29. look over - examine
30. make up - prepare, compensate, invent
31. make one's mind up - decide
32. pick out - choose, select
33. put off - postpone
34. put out - extinguish
35. take off - remove, undress
36. take down - record in writing
37. talk over - discuss
38. try out - test
39. use up - consume

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These two word verbs are intended to give the students an ample idea of what they mean according to how they are used in context.

C. Larson Progression

D. Chart

E. Time Expressions

1. in the morning
2. in the afternoon
3. in the evening
4. at noon
5. at night
6. on Saturday, etc.
7. every day
8. on holidays
9. every week
10. every month
11. every year
12. at seven thirty, in the morning, etc.
13. once a day
14. twice a day

F. Situational Activity

G. How Many? / How Much? / Some

How many occurs before plural count nouns (cups, books, etc.). How much occurs before noncount (coffee, tea, sugar, etc.).

XIX. Camp Facilities and Places:

- | | |
|--|---------------------------|
| 1. School Office | 11. chapel |
| 2. Orderly Room | 12. gas chamber |
| 3. headquarters | 13. ammo dump |
| 4. the gate | 14. the hills - mountains |
| 5. the lab | 15. firing range |
| 6. supply room | 16. P. T. field |
| 7. PX (Post Exchange) | 17. the barracks |
| 8. firehouse | 18. warehouse |
| 9. motor pool | |
| 10. dispensary (Aid Station) - sick call | |

The purpose of this lesson is to familiarize the students with the different camp facilities, places and locations.

A. How Far? / How Long?

These two questions are to be used with Camp Facilities and Places.

B. Prepositions:

- | | |
|--------------------------|-------------------------------------|
| 1. at | 10. in front of, in back of, behind |
| 2. in | 11. opposite |
| 3. on | 12. with |
| 4. by, beside | 13. after |
| 5. near, for | 14. before |
| 6. under, below, beneath | 15. near |
| 7. above, over | 16. without |
| 8. between | 17. across |
| 9. next to | 18. among |

XX. COMMANDS

A. Common Commands:

1. Come in, come here
2. go back, go away, go out
3. put on, put (it) here, put away
4. turn off, turn around, turn on, turn in
5. sit down, sit up
6. get me, get up, get paid, get away, get going
7. take off, take out
8. look out, watch out, look round, look for
9. keep out, keep on
10. hand in
11. give me
12. stand up
13. pick up
14. show me
15. stay here
16. hold on
17. take seats

Situational Activity (carrying out instructions)

XXI. Simple Past Tense

- A. Worksheet Verbs
- B. Larson Progression
- C. Chart
- D. Affirmative and Negative Statements
- E. Time Expressions:

1. last night, week, year, month, cycle
2. yesterday
3. yesterday morning, afternoon, evening
4. the day before yesterday

- F. Syntactical Pattern Structure
- G. Worksheet
- H. Situational Activity

The same procedure used with previous tenses is to be used with the simplest past tense.

XXII. Dining Facility

A. Items:

- | | |
|---------------------|-----------------|
| 1. meal card | 13. saucer |
| 2. table | 14. salt shaker |
| 3. napkin dispenser | 15. pepper |
| 4. napkin | 16. pitcher |

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- | | |
|----------------|-------------------|
| 5. tray | 17. pots and pans |
| 6. spoon | 18. freezer |
| 7. fork | 19. stove |
| 8. knife | 20. sink |
| 9. glass | 21. oven |
| 10. cup | 22. counter |
| 11. bowl | 23. toothpicks |
| 12. dish-plate | |

B. Situational Activity

C. Foods:

- | | |
|---------------------|--------------------|
| 1. bacon and eggs | 11. hot dog |
| 2. fried chicken | 12. milk |
| 3. beef steak | 13. bread (toast) |
| 4. french fries | 14. juice |
| 5. hamburger | 15. fruits |
| 6. hard boiled eggs | 16. vegetables |
| 7. scrambled eggs | 17. rice and beans |
| 8. meat loaf | 18. fried eggs |
| 9. coffee | 19. omelette |
| 10. farina | 20. soup |

D. Tools:

- | | |
|-----------------|----------------|
| 1. hammer | 8. broom |
| 2. saw | 9. mop |
| 3. drill | 10. pail |
| 4. screw driver | 11. nails |
| 5. hatchet | 12. screws |
| 6. pliers | 13. hoe |
| 7. rake | 14. water hose |

E. Situational Activity

Dining Facility and food vocabulary will help the student cope with many real life situations. It will also stimulate the student to ask or talk about their experience in a Cafeteria or Restaurant.

XXIII. Future Tense

- | | |
|--|---------------------|
| 1. Worksheets | |
| 2. Larson Progression | |
| 3. Chart | |
| 4. Affirmative and Negative Statements | |
| 5. Time expressions: | |
| a. soon | 1. a week from now |
| b. later | j. a month from now |
| c. tomorrow | k. a year from now |

- | | |
|---------------------------------|-----------------------------|
| d. next week, month, year, etc. | l. the day after tomorrow |
| e. in a little while | m. the week after next |
| f. next Friday, etc. | n. the class after this one |
| g. in two years | o. at 1500 hrs. tomorrow |
| h. in a few minutes | p. at this time next week |
-
- 6. Syntactical Pattern Structure
 - 7. Worksheets
 - 8. Situational Activity

Follow the Larson Progression when introducing this tense. The future tense will enable the students to talk about future activities such as BCT and AIT.

XXIV. Progressive Tense

A. Present Progressive Tense

- 1. Worksheet - verbs
- 2. Larson Progression
- 3. Chart
- 4. Affirmative and Negative Statements
- 5. Time Expressions:
 - a. now
 - b. right now
 - c. at this moment
- 6. Syntactical Pattern Structure
- 7. Worksheets
- 8. Situational Activity

Follow the same methodology used for the Future Tense.

B. Past Progressive Tense

- 1. Same methodology followed
- 2. Time expressions
- 3. Contrast of the "Present and Past Progressive Tense".

XXV. Contrast - All Verb Tense Studied

A. Statements

- 1. Affirmative
- 2. Negative

- B. Yes - No Questions and Answers
- C. Information Questions and Answers
- D. Charts
- E. Syntactical Pattern Structures

XXVI. Questions - All Tense

A. Question Words

- | | |
|------------|------------------------|
| 1. who | 7. why |
| 2. what | 8. which |
| 3. when | 9. whom |
| 4. where | 10. how |
| 5. how far | 11. how long |
| 6. whose | 12. how much, how many |

a. with mass and count nouns

The question words require more information from the student; therefore, avoid limiting yourself or the student to the usage of question words at the beginning of the syllabus if necessary. More emphasis should be given to the question words at the beginning of the syllabus if necessary. More emphasis should be given to the question words upon reaching this part of the syllabus.

XXVII. Reading From DLI AIC Texts

Military Installations

How to Improve Your Learning

Handling a Machine

Accident Prevention

Military Customs and Courtesies

Machine Age

Working Together

ADVANCED CONTENT OF INSTRUCTIONS

Topics to be taught at teacher's discretion but only after the core content of instruction has been thoroughly internalized by the students.

- I. Presentation of "have to plus verb"
EX. I have to study.
- II. Presentation of "want like and need plus infinitive"
EX. I want to be an Airborne Ranger.
- III. "Used to", as a means of expression repeated or habitual past actions
EX. I used to be a student at Ponce High.
- IV. "Would like to"
EX. I would like to go to BCT.
- V. Present Perfect Tense
- VI. Present Perfect Continuous
- VII. Past Perfect
- VIII. Passive Voice
- IX. Conversation Questions
EX. Jack is from Chicago, isn't he?
 - A. Verb Tenses:
 - 1. "To Be" Present and Past Tense
 - 2. Simple Present Tense
 - 3. Simple Past Tense
 - 4. Future Tense
- X. Adjectives - Comparatives and Superlatives
- XI. Modals
 - A. can, could
 - B. may, must
 - C. have to
 - D. would
 - E. should
 - F. might
- XII. Adverbs
 - A. Adverbs of Frequency

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1. Affirmatives

- | | |
|---------------|-----------------|
| a. always | e. sometimes |
| b. usually | f. occasionally |
| c. frequently | g. already |
| d. often | h. still |

2. Negatives

- a. seldom
- b. rarely
- c. hardly ever
- d. never
- e. anymore
- f. yet

3. Interrogatives

- a. ever

B. Adverbs of Manner

- 1. quickly
- 2. carefully
- 3. wisely
- 4. fast
- 5. hard
- 6. very well

MILITARY V

A. Military Occupational Specialties (MOS's)

1. cannoneer - cannon crewman
2. cook - food service specialist
3. medic - medical specialist
4. military police
5. clerk typist - personnel record specialist
6. supply clerk - stock control supplyman

B. Wall Locker Display

1. raincoat
2. overcoat
3. field jacket
4. dress greens
5. khaki shirt
6. poplin shirt
7. necktie
8. service cap
9. fatigue cap
10. canteen and belt
11. steel helmet with liner
12. poncho
13. pack suspenders
14. mess kit
15. entrenching tool
16. shelter half
17. tent poles, ropes, and pins
18. fatigues
19. face towel
20. bath towel
21. sleeping bag
22. fatigues

C. Foot Locker Display

1. toothpaste or powder
2. shaving brush
3. shaving cream
4. razor
5. razor blades
6. tooth brush
7. comb
8. soap
9. handkerchief
10. shoe polish
11. shoe brush (bristle up)
12. wool cushion sole socks
13. towels
14. wool drawers

15. wool undershirt
16. cotton drawers
17. T-shirt
18. garrison caps
19. gloves
20. belt
21. brass
22. cotton socks
23. personal items
24. top tray
25. bottom of locker

D. Field Equipment

1. pistol belt
2. pouch
3. canteen cover
4. first aid packet case
5. carrier and entrenching tool
6. field pack combat
7. combat field pack suspenders
8. canteen
9. cup
10. meat can
11. knife, fork, spoon
12. carrier, sleeping bag
13. sling
14. upper receiver
15. lower receiver
16. bolt carrier group
17. charging handle
18. helmet with liner
19. bayonet and scabbard
20. protective mask

E. M-16A1 Rifle

1. Parts

- a. flash suppressor
- b. front sight assembly
- c. handguard
- d. carrying handle
- e. charging handle
- f. bolt catch
- g. magazine
- h. selector lever
- i. dust cover
- j. trigger
- k. sling
- l. magazine catch button

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- m. firing pin
- n. bolt carrier
- o. cam pin
- p. bolt
- q. upper receiver group
- r. lower receiver group
- s. buffer assembly

2. Firing Positions

- a. prone supported
- b. kneeling supported
- c. foxhole
- d. prone unsupported
- e. kneeling unsupported
- f. standing unsupported

F. Daily Inspection Check List-Barracks

- 1. bunks line up
- 2. foot lockers line up
- 3. dust cover line up
- 4. bunks made properly
- 5. foot gear shine
- 6. foot gear line up
- 7. clean towel display
- 8. extra uniforms - hang properly
- 9. shirts - hanging - buttoned and clean
- 10. lock on foot lockers
- 11. name on foot lockers and bunks
- 12. floor - clean
- 13. lights - out
- 14. windows - open
- 15. exit door - floor clear
- 16. police around barracks
- 17. mops, brooms, rags - on rack and clean
- 18. signs
- 19. no smoking in bed
- 20. Fire Plan
- 21. fire extinguishers, operators
- 22. squad's duties
- 23. bunks not in use (mattresses) folded

G. Nuclear, Biological and Chemical Warfare (NBC)

- 1. protective mask
- 2. protective hood
- 3. carrier
- 4. eyepiece/eyepieces
- 5. facepiece
- 6. head harness

7. head straps
8. head pad
9. chin
10. chin pocket
11. outlet valve cover
12. voicemitter assembly

H. Land Navigation

1. map, map reading
2. military grid system
3. grid coordinates
4. location
5. interpolation
6. topographic symbols
7. contour lines
8. contour interval
9. index contour line
10. lensatic compass
11. base
12. cover
13. sighting slot
14. lens
15. floating dial
16. azimuth
17. polar coordinates
18. pace count
19. dead reckoning

I. Military Forms

1. Student's Personal History
 - a. name
 - b. age
 - c. date of birth
 - d. social security number
 - e. height
 - f. weight
 - g. color of eyes
 - h. color of hair
 - i. blood type
 - j. religion
 - k. telephone number
 - l. unit
 - m. town
 - n. home address
 - o. postal address
 - p. wife's name
 - q. marital status
 - r. number of children
 - s. parent's or guardian's name

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- t. parent's or guardian's home address
- u. parent's or guardian's postal address

J. Military Initials

1. DI - Drill Instructor
2. CO - Commanding Officer
3. NCO - Non Commissioned Officer
4. PX - Post Exchange
5. CQ - Charge of Quarters
6. AWOL - Absent Without Leave
7. BCT - Basic Combat Training
8. AIT - Advanced Individual Training
9. MOS - Military Occupational Specialty
10. Plt - Platoon
11. Plt Ldr - Platoon Leader
12. KP - Kitchen Police
13. PT - Physical Training
14. FM - Field Manual
15. TM - Training Manual
16. MTOE - Modified Table of Organization & Equipment
17. OD - Officer of the Day
18. CQ - Runners
19. OJT - On-the-Job-Training
20. NCOIC - Non-Commissioned Officer in Charge
21. USPFO - United States Property & Fiscal Officer
22. SQT - Skill Qualification Test
23. PBO - Property Book Officer
24. AG - Adjutant General
25. NLT - No Later Than
26. ASAP - as soon as possible
27. IG - Inspector General
28. SOP - Standing Operating Procedure
29. GI - Government Issue
30. EER - Enlisted Evaluation Report
31. OER - Officer Evaluation Report
32. XO - Executive Officer

K. Reporting Procedures

Sir	Pvt - reports as ordered	Sir
Ma'am	reports as directed	Ma'am
Drill Sgt	reporting for pay	Drill Sgt
Sir	Pvt - requests permission to	Sir
Ma'am	leave	Ma'am
Drill Sgt		Drill Sgt
Sir	Pvt - requests permission to	Sir
Ma'am	enter the classroom	Ma'am
Drill Sgt	the TAC Officer	Drill Sgt
	the Admin. Officer	

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Sir
Ma'am
Drill Sgt

Pvt - requests permission to recover

Thank you

Sir
Ma'am
Drill Sgt

L. General Orders

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

Common Military Commands

1. Fall in!
2. Stand At Ease
3. Attention!
4. Right, Face!
5. Left, Face!
6. Forward, March!
7. Countercolumn, March!
8. Column Right, March!
9. Column Left, March!
10. Marktime, Mark!
11. Company, Halt!
12. File from the Right, Column Right!
13. File from the Left, Column Left!
14. Column Right!
15. Column Left!
16. Standfast!
17. Doubletime, March!
18. Quicktime, March!
19. Fall Out!
20. Drop!
21. Permission to Recover!
22. Recover!
23. Section -- reports for class, take seats!
on your feet!
fall out for a ten minute
break!

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24. Section -- Ready for further instruction!
Here to Learn!
Dismissed!

M. Directives

1. Take charge of your units
2. Dismiss your units
3. Have your units open ranks
4. Have your units at attention to present arms

N. Physical Training

1. Exercises

- a. inverted crawl
- b. bent leg situps
- c. horizontal ladder
- d. run, dodge and jump
- e. one mile run

ANNEX 2

MINOR ILLNESSES

A. Vocabulary

1. an earache
2. a toothache
3. a backache
4. an upset stomach
5. a fever
6. the flu
7. a cold
8. a cough
9. a sore throat
10. sinus trouble
11. a bloody nose
12. a nose-bleed
13. a burn
14. a sunburn
15. an allergy
16. a rash
17. a blister
18. a bruise
19. a scratch
20. a cut
21. a scrape
22. a skinned knee
23. chapped hands
24. chapped lips
25. a broken bone
26. a strained muscle
27. a sprained ankle
28. an infection
29. an infected blister, cut, scratch
30. warts
31. fungus infection
32. athlete's foot

ANNEX 3

ADDITIONAL VERBS

annoy
answer
approve
ask
become
begin
believe
bite
bleed
blow
borrow
break
build
burn
buy
catch
choose
come
cost
crawl
creep
cry
cut
deny
destroy
dig
draw
drive
fall
feed
fell
fight
fly
follow
forget

lend
listen
live
meet
marry
quit
read
ride
run
save
see
serve
shut
sing
sit
slide
spend
spread
steal
step
sting
swing
take
tear
tell
think
throw
try
type
understand
wet
wear
worry
wind

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APPENDIX E

MISSION AND CURRICULUM OUTLINE*
OF NAVY RECRUIT TRAINING

*This curriculum outline is the curriculum used in the Pilot Study. The
RTC curriculum was revised September 1983.

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NAVY RECRUIT TRAINING COURSE MISSION

The mission of Navy Recruit Training is to provide indoctrination and orientation in basic skills and knowledge for newly enlisted naval personnel which will enable them to make the transition from the civilian to the Navy environment as dedicated and productive members of the United States Naval Service, and prepare them for follow-on specialized training.

NAVY RECRUIT CURRICULUM TRAINING UNIT OUTLINE, TOPIC OUTLINE AND FUNCTIONS

The Navy recruit curriculum consists of 10 training units that include training topics and functions. This provides for a total of 380 periods each for 40 minutes. The below outline is by units and does not indicate the order in which topic and function's are scheduled.

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TRAINING UNIT, TOPIC and/or FUNCTION

Assigned Periods

UNIT 1. MILITARY ORIENTATION

Topic 1.1	Uniform Code of Military Justice	2
Topic 1.2	Code of Conduct and the Geneva Convention	1
Topic 1.3	Chain of Command and Leadership Concepts	1
Topic 1.4	Security Information	1
Topic 1.5	Discharges	1
Topic 1.6	Driver Training	3
Topic 1.7	Law of Armed Conflict	1
TOTAL		10

UNIT 2. NAVAL ORIENTATION

Topic 2.1	Naval Customs and Courtesies	2
Topic 2.2	Ship and Aircraft Familiarization	2
Topic 2.3	Mission of the Navy	3
Topic 2.4	Navy History and Traditions	4
Topic 2.5	The Soviet Navy Challenge	1
Topic 2.6	Ship and Shore Station Organizational Structure	1
Topic 2.7	Chaplain Corps, Red Cross, and Navy Relief Orientation	1
Topic 2.8	Leave, Liberty and Conduct Ashore	1
Topic 2.9	Introduction to Fleet Duties and Routines	2
Topic 2.10	Navy's Accident Prevention Program	1
Topic 2.11	Basic Deck Seamanship	2
Topic 2.12	Small Boats, Lifevests, Painting and Preservation	2
Topic 2.13	Basic Damage Control	4
Topic 2.14	Career Incentives & Medical Benefits	1
Topic 2.15	Continuing Education	1
Topic 2.16	Advancement Procedures	2
Topic 2.17	Rating Orientation	2
Topic 2.18	Enlisted Service Record	1
Topic 2.19	Detachment, Transfer and Reporting	5
Topic 2.20	Group/Individual Progress Evaluation and Counseling	22
Topic 2.21	Chaplain Human Values Discussion	1
Topic 2.22	Sound Powered Phones	2
Topic 2.23	Authority and Responsibilities of Commissioned Officers	1
Topic 2.24	Authority and Responsibilities of Chief Petty Officers and Petty Officers	1
Topic 2.25	Navy's Equal Opportunity Program	2
Topic 2.26	Alternatives to Drug and Alcohol Abuse	2
Topic 2.27	Military Rights and Responsibilities	2
TOTAL		71

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TRAINING UNIT, TOPIC and/or FUNCTION

Assigned Periods

UNIT 3. SKILL TRAINING

Topic 3.1	Military Drill	39
Topic 3.2	Navy Formations and Ceremonies	5
Topic 3.3	Officer Rank Recognition	2
Topic 3.4	Enlisted Rate Recognition	2
Topic 3.5	Hand Salute and Greeting	1
Topic 3.6	Wearing, Stowing and Care of the Navy Uniform	10
Topic 3.7	Physical Conditioning	32
Topic 3.8	Practical Application of Fleet Duties and Routines (Security/Messenger Watch, Mess Hall Indoctrination, Typical Shipboard Working Parties)	50
Topic 3.9	Personal Hygiene and Venereal Disease	2

TOTAL 143

UNIT 4. INTRODUCTORY SKILL DEVELOPMENT

Topic 4.1	Survival at Sea	3
Topic 4.2	Navy Watchstanding	2
Topic 4.3	Oxygen Breathing Apparatus (OBA) Survival Support Device (SSD) and Tending Lines	2
Topic 4.4	Chemistry and Principles of Fire	1
Topic 4.5	Classes of Fires and Extinguishing Agents	2
Topic 4.6	Fire Party Organization	2
Topic 4.7	Fire Extinguishers and Firefighting Systems	1
Topic 4.8	DC Firefighting Systems and Firefighting Equipment	1
Topic 4.9	Fire Hoses and Attachments	1
Topic 4.10	DC Dewatering Equipment	1
Topic 4.11	Hose Handling	5
Topic 4.12	Introduction to First Aid	1
Topic 4.13	Bleeding Dressing and Bandages	1
Topic 4.14	Wounds and injuries	1
Topic 4.15	Artificial Respiration and CPR	2
Topic 4.16	Burns, Heat and Cold Injuries	1
Topic 4.17	NBC Defense	3
Topic 4.18	Introduction to Small Arms	5
Topic 4.19	Uniform Stenciling for Fleet and Sea Duty	6
Topic 4.20	Financial Responsibility	1
Topic 4.21	General Drills	5

TOTAL 47

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TRAINING UNIT, TOPIC and/or FUNCTION

Assigned
Periods

UNIT 5. TRAINING EVALUATION

Topic 5.1	Academic Performance Testing	6
Topic 5.2	Personnel Inspection	5
Topic 5.3	Locker and Bunk Inspection	4
Topic 5.4	Military Drill Inspection	6
Topic 5.5	Swim Qualification	3
Topic 5.6	Seabag Inspection	2
TOTAL		26

UNIT 6. INITIAL TRANSITIONING FUNCTIONS

Function 6.1	Collect/Store Unauthorized Personal Effects	1
Function 6.2	Initial Haircut	1
Function 6.3	Form Company	1
Function 6.4	Working Uniform Issue, Fitting and Instruction	6
Function 6.5	Company Commissioning and Commanding Officer's Welcome	1
Function 6.6	Issue Personal and Hygiene Items	1
Function 6.7	RTC/NTC Rules, Regulations and Familiarization	1
Function 6.8	Personal Data Collection	3
Function 6.9	Barracks Orientation and Upkeep	5
TOTAL		20

UNIT 7. MEDICAL PROCESSING FUNCTIONS

Function 7.1	Medical Examinations, Medical Record Update, etc.	5
Function 7.2	Dental Examinations, Dental Record Update, etc.	5
Function 7.3	Oral Hygiene and Plaque Control	3
Function 7.4	Dental Treatment Availability (Remediation/Treatment)	7
Function 7.5	Innoculations	4
TOTAL		24

UNIT 8. CLASSIFICATION FUNCTIONS

Function 8.1	Pre-Classification Briefing	2
Function 8.2	Career Identification, Screening, Selection and Classifier Interviews	5
Function 8.3	ASVAB and Research Testing	4
Function 8.4	Reading Testing	1
TOTAL		12

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TRAINING UNIT, TOPIC and/or FUNCTION

Assigned
Periods

UNIT 9. RECURRING PERSONAL FUNCTIONS

Function 9.1	Haircuts	3
Function 9.2	Pay Days	3
Function 9.3	Company/Individual Support Requirements (Linen Exchange, Laundry, Navy Exchange, Laundry, Navy Exchange Visit, etc.)	9
Function 9.4	Dress Uniform Issue, Tailoring and Instruction	8

TOTAL 23

UNIT 10. PASS IN REVIEW

5

TOTAL 5

APPENDIX F

DEVELOPMENT OF COMPUTER TRACKING SYSTEM
FOR PRARNG PILOT PROGRAM

In order to track the recruits through the PRARNG Pilot Program and evaluate the results, it became necessary to automate the tracking system. This would allow all the data and test scores accumulated through the program to be recorded and stored. This data could then be retrieved at any time, sorted, analyzed and printed out in various formats.

To achieve these objectives a user-interactive, menu driven computer tracking system was designed for the WANG 2200 MVP computer. In this system, each recruit has a record uniquely defined by his Social Security number. This record contains his background information, PRARNG/ETLS data and his RTC, Follow-on Skill Training and Fleet Shore Assignment data, including test scores and pertinent comments.

To ensure the privacy of this information, each record is assigned its own Record ID number. Each record will be referred to only by this ID number for identification purposes throughout the reports.

The system itself is divided into various subsystems which enable the user to input, edit or delete survey data and print out reports of all the survey data entered. This data may be sorted according to any given field. Reports may then be printed of the sorted records with any fields or test scores, as well as restrictions on those fields, specified. The user may also compute mean values and standard deviations for any given fields or test scores. In addition, there is a Special Support sub-system providing for file initialization and error recovery procedures and an End of Session option to enable the user to log off. These options are displayed on the Master Menu (figure F1).

Enter Desired Option: #

Option:	Subsystem
\$	Special Support
1	Input/Edit Survey Data
2	Print Survey Data
3	Input/Edit Sort Field Data
4	Sort Survey Data
5	Print Sort Reports
6	Compute Mean and Standard Deviation
.	End of Session

Figure F1. Master Menu

The Special Support Option, Option \$, enables the user to initialize files and to reset the access tables if one or more files have been inadvertently left open. Under normal operating conditions a file will never be left open; however, a hardware or power failure may create this state. In such a case, the user must enter a User ID of "System" and select the Special Support option which resets the access tables. This will close any open files, reset the user table and enable the user to proceed with the program.

The Input/Edit Survey Data Option, Option 1, enables the user to enter new data or change previously entered data as new results become available. Provision is also made to delete a record if it is no longer required. After the user specifies a Social Security number the appropriate record (in the case of an edit or delete) or a blank record (in the case of an input) is displayed on the screen. The record is displayed in a series of six pages. Page 1 includes all the background information on the specified recruit (figure F2). Page 2 includes the recruit's records from the Puerto Rico Army National

Guard/English Technical Language School (PRARNG/ETLS (figure F3)). Pages 3 and 4 include all the data generated at the Recruit Training Command (RTC), Orlando (figures F4 and F5). Page 5 covers the Follow-on Skill Training data (figure F6) and Page 6 covers the recruit Fleet Shore Assignment (figure F7). The user may advance through these pages sequentially, step backward through the pages or specify any desired page. There is a "prompt line" which appears at the bottom of each page, giving the user the option of editing any given line by entering the line number, moving to the next page by touching RETURN, moving to the previous page by entering RECALL, specifying a new page by entering "P" and the page number, or saving the record by entering "O." When the cursor is on any line on the page, it can be moved to the previous field by pressing RECALL or advanced to the next field by pressing RETURN. The cursor may be returned to the prompt line without passing through all the intervening fields by entering a semicolon (;) at the beginning of the next field and touching RETURN. The user has the additional option of aborting to the menu at any time without saving the record by pressing HALT and then Special Function Key 31.

NAVY SURVEY
ENLISTED PILOT PROGRAM
THE ENGLISH TECHNICAL LANGUAGE SCHOOL
PUERTO RICO ARMY NATIONAL GUARD

GENERAL INFORMATION

[1]Name	SSN/ID 111111111	DOB
[2]Home Address		
[3]Marital Status	Pay Grade	Previous Military Experience
[4]Ethnic	Mental Group	Edu. Yrs. Discharge Type
[5]Occ. Spec.:		

[6]Comments:

ENTER line #,RETURN-next page,RECALL-previous page,P#-new page,O-save

Figure F2. Page 1 of Input/Edit Program

ENLISTED PILOT PROGRAM

ENGLISH TECHNICAL LANGUAGE SCHOOL
(PRARNG/ETLS)

- [1]Date Entered/Completed/Attrited PRARNG/ETLS / (ddmmyy)
[2]Navy Attrite Code (If Required)
[3]PRARNG/ETLS History:
 ECL. ETLS Spanish Test (%ile-National Norm)
[4]Comments:

ENTER line #,RETURN-next page,RECALL-previous page,P#-new page,0-save

Figure F3. Page 2 of Input/Edit Program

ENLISTED PILOT PROGRAM

RECRUIT TRAINING COMMAND (RTC), ORLANDO

- [1]Date Entered/Completed/Attrited RTC / (ddmmyy)
[2]Navy Attrite Code (If Required)
[3]Company (Training Unit) Assigned: /
[4]Assigned ART (If Required)
 Date Entered/Completed/Attrited / (ddmmyy)
 Area of Remediation
[5]Company Staff Positions
[6]Honor Graduate Yes/No Flag Team Yes/No
[7]Drill Team Yes/No Choir Yes/No
 RTC History
[8] GM-1 GM-2 GM-3
[9] ECL RGL

ENTER line #,RETURN-next page,RECALL-previous page,P#-new page,0-save

Figure F4. Page 3 of Input/Edit Program

ENLISTED PILOT PROGRAM

1. RTC History (continued)

AFQT	AR	SI	GS	AS	[1]			
MC	EI	AI	CS		[2]			
PC	AD	MK	SP		[3]			
WK	NO	GS	VE		[4]			
Academic Tests 1.	/	2.	/	3.	/	(RFAT)	[5]	
2. PT 1	2	3	Swim Qual.	4.	FFTU	[6]		
3. Military Inspections (P, BR, L, B, I)								
Company	DOT	Type	Grade	Company	DOT	Type	Grade	[7]

[8]

Comments:

ENTER line #, RETURN-next page, RECALL-previous page, P#-new page, 0-save

Figure F5. Page 4 of Input/Edit Program

ENLISTED PILOT PROGRAM

FOLLOW-ON SKILL TRAINING

[1] Type of Skill Training

[2] Location:

[3] Date Entered/Completed/Attrited /

[4] Reason For Attrite

[5] Class Standing of Date of Transfer

[6] Additional Follow-On Skill Training Yes/No

[7] Type and Location of Training:

[8] Date Entered/Completed/Attrited

[9] Reason for Attrite /

[10] Class Standing of

[11] EAOS

[12] Comments:

ENTER line #, RETURN-next page, RECALL-previous page, P#-new page, 0-save

Figure F6. Page 5 of Input/Edit Program

ENLISTED PILOT PROGRAM

FLEET SHORE ASSIGNMENT

- [1] Date Assigned Initial Assignment
[2] Location:
[3] NEC Assignment:
[4] Comments:

ENTER line #, RETURN-next page, RECALL-previous page, P#-new page, 0-save

Figure F7. Page 6 of Input/Edit Program

The Print Survey Data Option, Option 2, enables the user to obtain a hardcopy printout of all the data in the record(s) of any given recruit or group of recruits. This report prints one page per recruit record, in the format of figure F8. At any time during the printout, the printing process can be halted by touching any key. Then the user can exit to the menu by pressing Special Function Key 31.

The Input/Edit Sort Field Data Option, Option 3, is used by the programmer to set up the sort fields for future sorting of the recruit data records. The user will not have to utilize this option.

The Sort Survey Data Option, Option 4, enables the user to sort all the records of the PRARNG PILOT Program survey. A printout can be obtained of the various fields by which the records can be sorted. (There are 134 such fields in these records.) The user then enters the number(s) of the field or fields by which the records are to be sorted, in the order in which they want them. More than one field can be chosen, the constraint being that the sum of the field lengths must remain [= 121]. Then this program is run to sort the records in the specified order. After the records are sorted, any of the printouts of the Print Sort Reports options will be in the specified order. To change this order, the Sort Survey Data option can be selected again and the records resorted in whatever new order is desired.

Record ID 1191
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 230860
 Occ. Spec.:
 Ethnic 5 Mental Group IIIU Education Years 14 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)
 ECL 58 ETLS 97 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/090282(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 054
 Assigned ART(If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 8.0 GM-2 GM-3
 ECL 65 AFQT 49 AR 53 SI GI AS 55 RGL 8.0 MC 49 EI 56
 AI CS 50 PC 46 AD MK 56 SP NO 59 GS 52 VE 41
 Academic Tests: 1. 336/ 2. 304/ 3. 320/ 4. / (RFAT)
 PT-Date Qualified 1. 181281 2. 100182 3. 040282 4. Swim Qualified 181281 5. FFTU 260182
 Military Inspections (P,BR,L,B,I): Company DDT Type Grade Company DDT Type Grade
 054 3-3 P S 054 3-4 I S
 4-2 BR/B U 4-5 L U
 6-2 BR/B S 6-4 L S
 6-5 I S 7-1 P S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (A)

Location: ORLANDO

Date Entered/Compl/Attrited 110282/120382(ddmmyy)

Reason for Attrite

Class Standing 8 of 45 Date of Transfer 120382

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy)

Reason for Attrite

Class Standing of EAOS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 120382(ddmmyy)

Initial Assignment FLEET COMPOSITE SQUADRON

Location: JACKSONVILLE, FL (UIC: 09948)

173

172

NFC Assignment 9760

Comments:

Figure F-8. Data Record

The Print Sort Report Option, Option 5, has its own subsystem menu to provide for different format printouts. The menu for this subsystem is seen in figure F9.

EPP: ENLISTED PILOT SURVEY System: PRINT MENU

05/25/82 S: 7

Enter Desired Option: #

Option:	Subsystem
1	Print sorted records
2	Print sort with restrictions
3	Print test results
.	Return to Master Menu

Figure F9. Print Menu

Option 1 of the Print Subsystem menu enables the user to obtain a printout of all the records of the survey data file in various orders, determined by the fields by which they were sorted. The format of these reports is seen in figure F10.

Option 2 of the Print Subsystem menu enables the user to specify certain restrictions on particular fields and obtain a printout of all the records which satisfy the given restrictions. These restrictions are selected with the screen shown in figure F11.

Record ID 1213
 Marital Status S Pay Grade E1 Previous Military Experience NONE UUB 210860
 Occ. Spec.:
 Ethnic 5 Mental Group IIIU Education Years 13 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 39 ETLS 89 Spanish Test 79 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/160382(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 055 /2342 /071
 Assigned ART(If Required): Date Entered/Completed/Attrited 211281/250182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 3.2 GM-2 4.7 GM-3 3.6
 ECL 62 AFQT 49 AR 46 SI GI AS 39 RGL 4.7 MC 44 EI 40
 AI CS 59 PC 46 AD MK 53 SP WK 39 NU 59 GS 34 VE 40
 Academic Tests: 1. 272/ 2. 336/ 3. 288/ 4. 280/ (RFAT)
 PT-Date Qualified 1. 191281 2. 220282 3. 090382 4. Swim Qualified 191281 5. FFTU 280282
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade
 071 3-3 P S 071 3-4 I S
 4-2 B S 4-5 L S
 6-2 B S 6-4 L S
 6-5 I S 7-2 P S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - AT (S)
 Location: ORLANDO
 Date Entered/Compl/Attrited 160382/130482(ddmmyy) Reason for Attrite Class Standing 34 of 52 Date of Transfer U4U482
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/09/85(ddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned 040482(ddmmyy) Initial Assignment PCON TWG PAC
 Location: SAN DIEGO, CA (UIC: 21063)

NEC Assignment 9700
 Comments: ASSIGNED USS CAPE COD (AS 43)

Figure F-10. Data Record

* * ENLISTED PILOT PROGRAM SURVEY * *

* Selection of Restrictions *

Field Number	Relation	Value	Required?

Please select records to be printed by indicating the numbers of the fields to be considered and the restrictions on their values, using the format below.

Select field '0' to end.

Printout of available fields desired? (Yes/No) #

Relations available are: =, [,], [], [=,]=

Figure F11. Restriction Selection Screen

The user selects the field to be considered and the relation of that field to some value also specified by the user. For example, it would be possible to examine the records of all recruits who scored in the 80%ile or above in the Spanish Test given in PRARNG/ETLS by entering Field Number 16, (obtained from the printout of available fields), the relation]= and the value 80 in the appropriate columns. More than one set of restrictions can be entered, and they can be made either required or optional. All records satisfying at least one condition and all of the required conditions, if any, will then be printed out.

Option 3 of the Print Subsystem Menu enables the user to specify any field or any given group of fields and test scores by means of the screen shown in figure F12.

ENLISTED PILOT PROGRAM
PRINT FIELD SELECTION

Select the fields to be printed by choosing field numbers in the order in which you want them printed. You may choose more than one, but the length of the print line must remain [=127. Enter '0' when field selection is finished.

FIELD NO.

0##

1: 15	11: 30
2: 16	12: 31
3: 22	
4: 23	
5: 24	
6: 25	
7: 26	
8: 27	
9: 28	
10: 29	

Current Print Line Length: 95

Figure F12. Print Field Selection Screen

After the user has specified all the fields to be considered, a printout will be generated of their values for all the records in the data file. The format of this report is shown in figure F13.

Option . of the Print Subsystem Menu enables the user to return to the Master Menu.

* * ENLISTED PILOT PROGRAM * *

ID	ECL	Spanish Test	Honor Graduate	Flag Team	Drill Team	Choir	GM-1	GM-2	GM-3	ECL	RGL	AFQT	PC	WK	AR	MC	AD	NU	SI	EI	MK
3214	46	59	N	N	N	N	2.4	7.1	6.4	53	6.4	18	40	36	34			62		26	51
3613	67	59	N	N	N	N	4.5	5.2	6.1	74	6.1	20	43	52	42	40		52		47	44
3927	86	99	N	N	N	N	7.3			86	7.3	56	57	53	46	49		59		54	59
4498	18	35	N	N	N	N	6.4	4.2	6.7	32	4.2	49		49	44	39	46	46	25	31	37
3117	24	49	N	N	N	N	4.1	3.9	5.8	44	5.8	25		30	46	43	80	67	28	31	41
1292	29	66	N	N	N	N	12.5	3.9	9.1	66	12.5	49		34	44	34	44	44	21	44	35
3213	60	69	N	N	N	N	6.1	5.8	6.1	74	6.1	49	37	43	38	42		54		35	44
4455	13	68	N	N	N	N	8.0			43	8.0	17		35	40	34	62	68	35	41	47
4439	30	66	N	N	N	N	6.4	4.5	5.1	59	6.4	49		34	43	36	37			47	39
4989	54	99					4.5	3.2		68	3.2	49	43	47	42	42		39		47	39
3818	27	66	N	N	N	N	7.6			57	7.6	18	37	30	42	40		62		37	42
3694	27	75	N	N	N	N	3.0	4.4	7.6	49	7.6	23		38	34	37	67	45	30	41	32
4062	36	69	N	N	N	N	11.7			44	11.7	22	37	35	49	40		53		56	44
3495	46	99	N	N	N	N	4.5	6.7	8.0	75	8.0	24	28	40	48	38		57		42	48
3556	30	99					3.8			65	3.8	49	28	36	49	35		62		35	54
1532	36	82	N	N	N	N	12.5			61	12.5	49	43	60	46	35	62	60		40	56
2110	37	69	N	N	N	N	5.1	9.6	9.7	63	9.6	49	40	43	38	35		52		40	49
1195	55	71	N	N	N	N	5.8	3.4	11.7	63	11.1	49	34	48	42	35		44		44	44
1213	39	79	N	N	N	N	3.2	4.7	3.6	62	4.7	49	46	39	46	44		59		40	53
4547	39	99					3.8	4.2		52	4.2	21	31	41	45	33		52		33	42
2043	54	99	N	N	N	N	7.0	5.2	8.0	70	5.2	33	37	48	43	45		60		49	56
4643	29	99	N	N	N	N	2.4	2.4	2.4	57	2.4	24	34	47	41			54		44	39
4237	39	99	N	N	N	N	4.1	5.2	4.3	64	5.2	20	37	36	39	47		60		42	48
3985	59	99	N	N	N	N	5.1	3.4	5.8	68	5.8	49	34	33	43	37		57			44
3586	48	99	N	N	N	N	4.7	4.5	8.5	72	8.5	33	40	45	52	45		49		54	49
3987	53	99	N	N	N	N	3.4	5.8	5.6	72	5.6	22	31	38	49	38		49		47	53
2396	66	44	N	N	N	N	3.6	8.0	5.3	75	8.0	19	34	37	42	38		53		37	36
4139	65	99	N	N	N	N	4.5	6.7	7.6	73	7.6	49	43	43	56	49		56		47	51
3576	66	99	N	N	N	N	5.3	5.8	7.3	68	7.3	21	40	48	35	40		50		47	46
1191	58	99	N	N	N	N	8.0			65	8.0	49	46	40	53	49		59		56	56
2217	51	99	N	N	N	N	6.4	6.1	8.5	69	8.5	49	43	48	43	47		46		47	54
4571	65	99	N	N	N	N	7.6			76	7.6	22	34	39	46	47		54		33	51
1251	68	99	N	N	N	N	10.4			76	10.4	22	46	43	41	51		50		54	51
1114	70	72	N	N	N	N	5.6	5.2	6.4	82	6.4	34	46	39	52	45		57		54	48

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Figure F-13. Printout of Specific Fields

The Calculate Mean Value and Standard Deviation Option, Option 6 of the Master Menu, enables the user to calculate the mean values and the standard deviations for the results of any tests recorded in the PRARNG PILOT Program survey data file. The mean values and standard deviations of dates, such as date of birth, can also be computed. A sample printout is shown in figure F14.

* * ENLISTED PILOT PROGRAM * *

Field Description	Mean Value	Standard Deviation	Number of Records
Education Years	13.0285	1.4829	35
ETLS	0.0000	0.0000	0
ECL	50.9687	17.6165	32
Spanish Test	66.0000	0.0000	2
GM-1	8.8333	2.6386	3
GM-2	4.5000	0.0000	1
GM-3	5.1000	0.0000	1
ECL	64.0000	11.8569	34
RGL	8.8333	2.6386	3

Figure F14. Mean Value and Standard Deviation Calculation

The End of Session Option, Option ., is the final option on the Master Menu. This option enables the user to log off at the end of a session, closing all files that have been opened during the session and removing the user's name from the user table. This leaves everything in the proper status for any subsequent usage of the system.

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APPENDIX G

TRACKING DATA WORKSHEET AND
LEGEND FOR COMPUTER TRACKING SYSTEM
SUPPORTING THE PRARNG PILOT PROGRAM

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TRACKING DATA WORKSHEET
FOR
ENLISTED PILOT PROTOTYPE PROGRAM
ASSOCIATED WITH
THE ENGLISH TECHNICAL LANGUAGE SCHOOL
PUERTO RICO ARMY NATIONAL GUARD

Conducted by the
TRAINING ANALYSIS AND EVALUATION GROUP
Orlando, Florida 32813

GENERAL INFORMATION

1. NAME _____ 2. PAY GRADE _____
3. SSN/ID _____ 4. DOB _____
5. HOME ADDRESS _____

6. ETHNIC _____ 7. MENTAL GROUP _____
8. EDU YRS _____ 9. DISCH TYPE _____
10. OCC SPEC _____
11. MARITAL STATUS _____
12. PREVIOUS MILITARY EXPERIENCE _____

13. GENERAL COMMENTS

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PUERTO RICO ARMY NATIONAL GUARD
ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
CAMP SANTIAGO

1. DATE/ENTERED/COMPLETED/ATTRITED PRARNG/ETLS _____/

2. NAVY ATTRITE CODE (IF REQUIRED) _____

3. TRAINING UNIT STAFF POSITION HELD AT PRARNG/ETLS _____

4. PRARNG/ETLS HISTORY

ECL _____

ETLS POST _____

SPANISH TEST _____ (Percentile-National Norm)

5. COMMENTS _____

RECRUIT TRAINING COMMAND (RTC), ORLANDO

1. DATE ENTERED/COMPLETED/ATTRITED RTC _____/

2. NAVY ATTRITE CODE (IF REQUIRED) _____

3. COMPANY (TRAINING UNIT) ASSIGNED
_____/_____

4. ASSIGNED ART (IF REQUIRED)

DATE ENTERED/COMPLETED/ATTRITED

_____/_____

AREA OF REMEDIATION _____

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5. COMPANY STAFF POSITIONS _____

6. HONOR GRADUATE YES/NO _____

7. FLAG TEAM YES/NO _____

8. DRILL TEAM YES/NO _____

9. CHOIR YES/NO _____

10. RTC HISTORY

GM-1 _____
 GM-2 _____
 GM-3 _____
 ECL _____

AFQT _____	AR _____	SI _____	GI _____	AS _____
RGL _____	MC _____	EI _____	AI _____	CS _____
PC _____	AD _____	MK _____	SP _____	
WK _____	NO _____	GS _____	VE _____	

ACADEMIC TESTS 1. _____ 2. _____ 3. _____ 4. _____ (RFAT)

11. PT 1. _____ 2. _____ 3. _____ SW _____ FFTU _____

12. 5 MILITARY INSPECTIONS (P, BR, L, B, I)

CO.	DOT	TYPE	GRADE

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13. COMMENTS:

FOLLOW-ON SKILL TRAINING

1. TYPE OF SKILL TRAINING (AT/A: Area assigned: Airman, Fireman or Seaman)

2. LOCATION _____

3. DATE ENTERED/COMPLETED/ATTRITED _____ / _____

4. REASON FOR ATTRITE _____

5. CLASS STANDING _____ OF _____ DATE OF TRANSFER _____

6. ADDITIONAL FOLLOW-ON SKILL TRAINING YES/NO _____

7. TYPE AND LOCATION OF TRAINING _____

8. DATE ENTERED/COMPLETED/ATTRITED _____ / _____

9. REASON FOR ATTRITE - _____

10. CLASS STANDING _____ OF _____

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11. EAOS / /
 DAY MONTH YEAR

COMMENTS:

FLEET SHORE
ASSIGNMENT

1. DATE ASSIGNED Initial Assignment
 2. LOCATION
 3. NEC ASSIGNMENT
 4. COMMENTS
-
-
-
-

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LEGEND FOR COMPUTER TRACKING SYSTEM SUPPORTING THE PRARNG PILOT PROGRAM

GENERAL INFORMATION

1. Name: Due to provisions of the Privacy Act, this information will not be made available.
2. Pay Grade: All recruits entering the Navy are rated E-1; however, it is possible for a recruit to be advanced to E-2 due to outstanding performance in recruit or apprentice training.
3. Social Security No: Due to provisions of the Privacy Act, this information, which may be used to identify individuals, will not be made available.
4. DOB: Date of Birth.
5. Home Address: Only geographic origin of recruit is reported.
6. Ethnic Code: Codes used are contained in OPNAV Notice 5314 of 12 July 1980, subj: Procedures for reporting Race/Ethnic Statistical Data, and are as follows:
 - a. American Indian or Alaskan Native
 - b. Asian or Pacific Island (non-Filipino)
 - c. Black (not of Hispanic origin)
 - d. White (not of Hispanic origin)
 - e. Hispanic
 - f. Filipino
 - g. Other
 - h. Unknown
7. Mental Group: Group designation is determined by converting the three component scores of the Armed Services Vocational Aptitude Battery (ASVAB) to Armed Forces Qualification Test (AFQT) percentiles.

ASVAB AFQT Scores

Mental Category

93 to 99	I
65 to 92	II
49 to 64	Upper III (III U)
31 to 48	Lower III (III L)
21 to 30	Upper IV (IV U)
10 to 20	Lower IV (IV L)

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8. Years of Education: Number of years of academic schooling.
9. Discharge Type: (See table G-1.)
10. Occupational Specialty
11. Marital Status: S - Single
M - Married

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Puerto Rico Army National Guard/English
Technical Language School (PRARNG/ETLS)

- ECL English Comprehension Level test is a screening test developed by the Defense Language Institute. It was designed to determine English language proficiency in listening and reading. The test is comprised of two parts--aural (part 1) which is recorded on magnetic tape and designed to determine the student's ability to understand spoken English. The reading portion (part 2) is designed to test the ability of the student in the use of correct grammatical forms and to understand written material. Total time for administration is 68 minutes. Scores reported have been converted to percentile scores.
- ETLS English Technical Language School test is a criterion-referenced test similar to the Defense Language Institute, American Language Course Placement Test but more appropriate for the ETLS program. Scores reported have been converted to percentiles.
- Spanish Test Prueba de Lectura (Guidance Testing Associates, 1962) Level 4. This is a reading test written in Spanish. The test is comprised of three parts: vocabulary, speed of comprehension, and level of comprehension which yield a combined score. Time required to administer total test: 123 minutes. Scores reported have been converted to percentiles.

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Recruit Training Command, Orlando

Company (Training Unit) - Special company numbers and meanings (see table G-2).

GM Gates-MacGinitie Reading Test
ART Academic Remedial Training
ECL English Comprehension Level Test
AFQT Armed Forces Qualification Test derived from converting component scores of the Armed Services Vocational Aptitude Test Battery to percentile scores. Armed Services Vocational Aptitude Battery (ASVAB) is a basic aptitude test given to all contemplating military enlistment. This test is composed of 10 subtests which measure student aptitude for various vocational occupations. These subtests are:

AR	Arithmetic Reasoning
SI	Shop Information
GI	General Information
AS	Auto Shop
MC	Mechanical Comprehension
EI	Electronics Information
AI	Automotive Information
CS	Coding Speed
PC	Paragraph Comprehension
AF	Attention to Detail
MK	Mathematics Knowledge
SP	Space Perception
WK	Word Knowledge
NO	Numerical Operations
GS	General Science
VE	Verbal

Different forms of the ASVAB, Test 6/7 or Test 8/9/10, may have been administered. Due to a revision of the test, some subtests were added and others deleted. Legends include subtest definitions for all forms even though a recruit's score will reflect only the subtest test on the form administered.

Academic tests Four academic tests are normally administered during recruit training. A minimum score of 250 is criteria for passing. A recruit may be administered a given test more than once. Repeated test failure may result in a recruit evaluation by the Academic Review Board.

PT Physical Training - date qualified.

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SW Swimming date qualified.

FFTU Firefighting Training - date of class attendance.

Military P Personnel
Inspections BR Barracks
L Locker
B Bunk
I Infantry

Grades S - Satisfactory
U - Unsatisfactory

DOT Day of Training

FOLLOW-ON SKILL TRAINING

AT Apprentice Training

S Seaman
F Fireman
A Airman

A "A" School

SSC Service School Command

FLEET/SHORE ASSIGNMENT

Location Geographic area and unit identification code (UIC).

NEC Navy Enlisted Classification.

EAOS End of Active Obligated Service.

TABLE G-1. DISCHARGE CODES FOR NAVY RECRUIT TRAINING

	Code	Narrative Reason	Authority
A. UNSUITABILITY	1. <u>Academic</u>		
	RAA	Below 3.0 grade reading level	BUPERS
	RAB	Remedial Reading Training failure	1.3420184.1e
	RAC	Test Failure (ART Graduate)	
	RAD	Test Failure (Reader)	
	2. <u>Military</u>		
	RMA	Non-adaptability	1.3420184.1e
	RMB	Lack of Motivation	2.3420184.1f
	RMC	Functionally Inadequate	3420184.1f
	3. <u>Non-Swim</u>		
	RMD	Non-Swim	3420184.1f
	4. <u>Psychological</u>		
	RPA	Situational Reactions	3420184.2
B. UNFITNESS	RUD	For Military Reasons	3420185.1d/e
C. MISCONDUCT FOR FRAUDULENT ENLISTMENT	RCA	Drugs-prior service	3420185.1d/e
	RCB	Homosexual-prior service	3420185.1e
	RCC	Arrest record-prior service	3420185.1e
	RCD	Previous service	3420185.1e
D. MEDICAL	RDA	Orthopedic	BUPERSINST
	RDB	Podiatry	1910.26
	RDC	General Surgery	1910.26
	RDD	Urology	
	RDE	Ophthalmology/optometry	
	RDF	Neurology	
	RDG	Dermatology	
	RDH	Internal Medicine	
	RDI	Ear, Nose, Throat	
	RDJ	Psychiatry	
	RDK	Other	
E. CONVENIENCE OF GOVERNMENT	RGA	Erroneous Enlistment	3850220.1e
	RGB	Minority	3850260
	RGC	Death	5030420
	RGD	Pregnancy	3850220.2
	RGE	Enuresis	3850220.1m
	RGF	Sleepwalking	3850220.1m

Source: CNTECHTRAINST 1900.2C, Monthly Report of Attrition, 7 August 1978.

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TABLE G-1. DISCHARGE CODES FOR NAVY RECRUIT TRAINING (continued)

	Code	Narrative Reason	Authority
F. OTHER	RXA	Miscellaneous Reasons not covered by above categories. List specific reasons for utilization of this code.	

Source: CNTECHTRAINST 1900.2C, Monthly Report of Attrition, 7 August 1978.

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TABLE G-2. RECRUIT TRAINING SPECIAL COMPANY NUMBERS AND MEANINGS

Male	Female	Meaning
2331	2351	Hospital
2332	2352	Recruit Dispensary
2333	2353	ARD/NASAP
2334	2354	Unauthorized Absentees
2335	2355	Emergency Leave
2336	2356	Temporary Additional Duty (TAD)
2337	2357	Jacksonville Brig
2338	2358	Reassignment
2339	2359	Military Indoctrination
2340	2360	NAB Holding
2341	2361	Medical Holding
2342	2362	Remedial Reading (Aademic)
2343	2363	Correctional Custody
2344	2364	Legal Holding
2345	2365	Discharge
2346	2366	Deserter
2347	2367	Physical Fitness Test Failures
2348	2368	Non-Swim
2349	2369	Urinalysis Screening
2350	2370	Civilian Confinement
2371	2381	General Hold Graduate
2372	2382	Convalescent Leave

APPRENTICE TRAINING SPECIAL COMPANY NUMBERS AND MEANINGS		
2751	2761	Recruit Support Assistance (RSA)
2752	2762	Hospital
2753	2763	Temporary Additional Duty (TAD)
2754	2764	Unauthorized Absentees
2755	2765	Emergency Leave
2756	2766	PRHB Holding
2757	2767	General Holding
2758	2768	Legal Holding
2759	2769	Deserter
2760	2770	ARD/NASAP
2775	2785	Civilian Confinement
2780	2790	Medical Holding
2781	2791	General Hold Graduate
2782	2792	Discharge
2783	2793	Correctional Custody
2784	2794	Jacksonville Brig
2786	2796	Convalescent Leave

Source: NAVCRUITRACOMORLINST 1306.6A CH-1, 3 April 1981.

APPENDIX H

INDIVIDUALIZED COMPUTERIZED RECORDS
OF PRARNG RECRUITS

Record ID 1114
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 150560
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 70 ETLS 98 Spanish Test 72 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071261/090382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 052 /2342 /068
 Assigned ART (If Required): Date Entered/Completed/Attrited 161261/180182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 5.6 GM-2 5.2 GM-3 6.4

ECL 82 AFQT 34 AR 52 SI GI AS 33 RGL 6.4 MC 45 EI 54
 AJ CS 52 PC 46 AD MK 48 SP WK 39 NU 57 GS 40 VE 40

Academic Tests: 1. 304/ 2. 240/320 3. 280/ 4. 308/ (RFAT)

PT-Date Qualified 1. 050282 2. 060382 3. 4.5wim Qualified 140182 5. FFTU 100282

Military Inspections (P,BR,L,B,I):	Company	DOT	Type	Grade	Company	DOT	Type	Grade
068	3-3	P	b		068	3-4	I	S
	4-2	BR/b	S			4-5	L	S
	6-2	BR/b	S			6-4	L	S
	6-5	I	S			7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 090382/010482(ddmmyy) Reason for Attrite Class Standing 39 of 50 Date of Transfer 010482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 010482(ddmmyy) Initial Assignment USS NEW JERSEY (BB-62)

Location: LONG BEACH, CA (UIC: 03062)

NEC Assignment 9750

Comments:

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Record ID 1191
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 230860
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 14 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)
 FCL 58 FTLS 97 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/090282(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 054 / /
 Assigned ART(If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 8.0	GM-2	GM-3				
ECL 65	AFQT 49	AR 53	SI	GI	AS 55	RCL 8.0	MC 49	EI 56		
AI	CS 50	PC 46	AD	MK 56	SP	WK 40	NU 59	GS 52	VE 41	
Academic Tests: 1. 336/				2. 304/		3. 320/			4. / (RFAT)	
PT-Date Qualified 1. 181281				2. 100182		3. 040282			4. Swin Qualified 181281	
Military Inspections (P,BR,L,B,I): Company				DOT		Type		Grade		Company
				054		3-3		F		054
						4-2		BR/B		
						6-2		BR/B		
						6-5		I		
										DOT
										Type
										Grade
										Company
										DOT
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										Grade
										Company
										DOT
										Type
										Grade
										Company
										DOT
										Type
										Grade
										Company
										DOT
										Type
										Grade
								</		

Record ID 1195
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 080160
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 FCL 55 ETLS 88 Spanish Test 71 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/250382(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 053, 2342, / 066 / 077
 Assigned ART(If Required): Date Entered/Completed/Attrited 211281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 5.8 GM-2 3.4 GM-3 11.7
 ECL 63 AFGT 49 AR 42 SI GI AS 39 RGL 11.1 MC 35 EI 44
 AI CS 47 PC 34 AD MK 44 SP WK 48 NU 44 GS 38 VE 43
 Academic Tests: 1. 320/ 2. 168/256 3. 250/ 4. 252/ (RFAT)
 PT-Date Qualified 1. 171281 2. 090282 3. 220382 4. Swim Qualified 171281 5. FFTU 100382
 Military Inspections (P,BR,L,B,I): Company

DDT	Type	Grade	Company	DDT	Type	Grade
3-3	P	S		3-4	I	S
4-2	BR/B	S		4-5	L	S
6-2	BR/B	S		6-4	L	S
6-5	I	S		7-2	P	S

Comments: SECOND ACADEMIC TEST, SECOND TRY: 232. RECYCLED TO 2-5 BY ACADEMIC REVIEW BOARD.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 250382/230482(ddmmyy)

Reason for Attrite

Class Standing 38 of 50

Date of Transfer 230482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy)

Reason for Attrite

Class Standing of

EAOS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 230482(ddmmyy) Initial Assignment USS NEW JERSEY (BB 62)

Location: LONG BEACH, CA (UIC: 03062)

NJC Assignment 9700

Comments:

Record ID 1213

Marital Status S Pay Grade E1-

Previous Military Experience NONE

DOB 210860

Occ. Spec.:

Ethnic S Mental Group IIIU

Education Years 13

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)

ECL 39 ETLS 89 Spanish test 79 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/160382(ddmmyy) Navy Attrite Code(If Required)

Company (Training Unit) Assigned: 055 /2342 /071

Assigned ART(If Required): Date Entered/Completed/Attrited 211281/250182(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 3.2 GM-2 4.7 GM-3 3.6

ECL 62 AFQT 49 AR 46 SI GI AS 39 RGL 4.7 NC 44 EI 40

AI CS 59 PC 46 AD MK 53 SP WK 39 NU 59 GS 34 VE 40

Academic Tests: 1. 272/ 2. 336/ 3. 288/ 4. 280/ (RFAT)

PT-Date Qualified 1. 191281 2. 220282 3. 090382 4. Swim Qualified 191281 5. FFTU 280282

Military Inspections (P,B,R,L,B,I): Company	DOT	Type	Grade	Company	DOT	Type	Grade
071	3-3	P	S	071	3-4	I	S
	4-2	B	S		4-5	L	S
	6-2	B	S		6-4	L	S
	6-5	I	S		7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 160382/130482(ddmmyy) Reason for Attrite Class Standing 34 of 52 Date of Transfer 040482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 040482(ddmmyy) Initial Assignment PCUN 1WG PAC

Location: SAN DIEGO, CA (UIC: 21063)

NEC Assignment 9700

Comments: ASSIGNED USS CAPE COD (AS 43)

Record ID 1251
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 020861
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 14 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 68 ETLS 98 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/100282(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 055
 Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Self Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 10.4 GM-2 GM-3
 ECL 76 AFQT 22 AR 41 SI CI AS 44 RGL 10.4 MC 51 EI 54
 AI CS 52 PC 46 AD HK 51 SP WK 43 NO 50 GS 50 VE 43
 Academic Tests: 1. 288/ 2. 296/ 3. 344/ 4. 304/ (RFAT)
 PT-Date Qualified 1. 211281 2. 150182 3. 050282 4. Swim Qualified 211281 5. FFTU 270182
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade
 055 3-3 P S 055 3-4 I S
 4-2 B S 4-5 L S
 6-2 B S 6-4 L S
 6-5 L S 7-2 P S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - A
 Location: MILLINGTON, TN (UIC: 30459/4450)
 Date Entered/Compl/Attrited 100282/010582(ddmmyy) Reason for Attrite Class Standing of Date of Transfer
 Additional Follow-on Skill Training V
 Type and Location of Training: SSC, ORLANDO (UIC: 31156/3530)
 Date Entered/Compl/Attrited 010582/250682(ddmmyy) Reason for Attrite Class Standing of EAQS 30/09/85(ddmmyy)
 Comments: TRANSFERRED 25 JUNE TO NTTC, ELECTRONIC WARFARE, CORRY STATION, PENSACOLA, FL (UIC: 35096)

FLEET SHORE ASSIGNMENT
 Date Assigned (ddmmyy) Initial Assignment
 Location:

N/C Assignment
 Comments:

Technical Report 155

206

205

Record ID 1292

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOB 281063

Occ. Spec.:

Ethnic S Mental Group IIIU

Education years 14

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 151081/301181(ddmmyy) Navy Attrite Code (If Required)

ETL 29 ETLS 72 Spanish Test 66 (Percentile-National Norm)

Comments: 8 OCT '81: SNR LOST SELF CONTROL DURING CLOTHING ISSUE/FITTING. SCREAMED THAT THE PRESSURE WAS DRIVING HIM CRAZY. CC COUNSELED. SNR HIGH STRUNG, NERVOUS, CALMED DOWN QUICKLY. EMBARRASSED OVER OUT-BREAK. HAD NEVER BEEN RUSHED OR EXPECTED TO PERFORM UNDER PRESSURE. ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/230482(ddmmyy) Navy Attrite Code (If Required)

Company (Training Unit) Assigned: 055 2342 / 078 085 095 /

Assigned ART (If Required): Date Entered/Completed/Attrited 211281/120282(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 12.5 GM-2 3.9 GM-3 9.1

ECL 66 AFQT 49 AR 44 SI 21 GI 33 AS RGL 12.5 MC 34 EI 44

AI 38 CS PC AD 44 MK 35 SP 50 WK 34 NO 44 GS 38 VE

Academic Tests: 1. 280/ 2. 216/264 3. 176/227 4. 208/344 (RFAT)

PT-Date Qualified 1. 211281 2. 050182 3. 010482 4. Swim Qualified 211281 5. FFTU 110382

Military Inspections (P,B,R,L,B,I):	Company	DOT	Type	Grade	Company	DOT	Type	Grade
	085	6-2	BR/B	S	085	6-4	L	S
		6-5	L,I	S		6-2	B	S
		6-4	L	S		7-2	P	S

Comments: ACADEMIC TEST 3, 2ND TRY: 208. ACADEMIC TEST 4, 2ND TRY: 224.. COMMUNICATION AND ACADEMIC DIFFICULTIES.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - A

Location: GREAT LAKES, IL (UIC: 30626)

Date Entered/Compl/Attrited 230482/070982(ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS / / (ddmmyy)

Comments: MACHINIST MATE SCHOOL. DROPPED: LACK OF ACADEMIC TRAINING. DROPPED: LACK OF ACADEMIC KNOWLEDGE

FLEET SHORE ASSIGNMENT

Date Assigned 091082(ddmmyy) Initial Assignment SHIPPINGPORT -ARDM 4

Location: NAVSUB BASE NEW LONDON, CN (UIC: 21138)

N/C Assignment

Comments:

Record ID 1532

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOB 251062

Occ. Spec.:

Ethnic S Mental Group IIIU

Education Years 13

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 091081/301181(ddmmyy) Navy Attrite Code (If Required)

ECL 36 ETLS 86 Spanish Test 62 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 091061/301161(ddmmyy)

Navy Attrite Code (If Required)

Company (Training Unit) Assigned: 053

Assigned ART (If Required): Date Entered/Completed/Attrited

(ddmmyy) Area of Remediation

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N

Choir N

GM-1 12.5

GM-2

GM-3

ECL 61 AFQT 49 AR 46 SI GI

AS 31

RGL 12.5

MC 35

EI 40

AI CS 54 PC 43 AD 62 MK 56 SP

WK 60

NU 60

GS 38

VE 32

Academic Tests: 1. 376/

2. 336/

3. 160/296

4. 332/

(RFAT)

PT-Date Qualified 1. 171281

2. 030261

3.

4. Swim Qualified 171281

5. FFTU 240182

Military Inspections (P,B,R,L,B,I): Company

DOT

Type

Grade

Company

DOT

Type

Grade

053

3-3

P

S

053

3-4

I

S

4-2

B

S

4-5

L

S

6-2

BR

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6-4

L

S

6-5

I

S

7-2

P

S

Comments: STREETMARK FOR BEING ON KLUK AFTER DARK.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 110282/100382(ddmmyy)

Reason for Attrite

Class Standing 24 of 33

Date of Transfer 100382

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

(ddmmyy)

Reason for Attrite

Class Standing of

EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 100382(ddmmyy)

Initial Assignment USS TOWERS (DLG-9)

Location: YOKOSUKA, JAPAN (UIC: 04675)

NLC Assignment 9700

Comments:

Technical Report 155

210

Record ID 2043
 Marital Status Pay Grade E1 Previous Military Experience NONE DOB 050159
 Occ. Spec.:
 Ethnic 5 Mental Group IIII Education Years 13 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 54 ETLS 89 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE COURSE: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/160382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054 /2342 /068
 Assigned ART (If Required): Date Entered/Completed/Attrited 231281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Self Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 7.0 GM-2 5.2 GM-3 8.0

ECL 70 AFQT 33 AR 43 SI GI AS 37 RGL 5.2 MC 45 EI 49

AI CS 58 PC 37 AD MK 56 SP WK 48 ND 60 GS 48 VE 44

Academic Tests: 1. 352/ 2. 328/ 3. 288/ 4. 344/ (RFAT)

PT-Date Qualified 1. 181281/ 2. 090282 3. 040382 4. Swim Qualified 181281 5. FFTU 230282

Military Inspections (P,B,R,L,B,I): Company

DOT	Type	Grade	Company	DOT	Type	Grade
068	3-3	P		068	3-4	I
	4-2	BR/B			4-5	L
	6-2	B			6-4	L
	6-3	I			7-2	P

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT(S)

Location: ORLANDO

Date Entered/Compl/Attrited 160382/070482(ddmmyy)

Reason for Attrite

Class Standing

15 of 59

Date of Transfer 070482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

/ (ddmmyy)

Reason for Attrite

Class Standing

of

EADS 30/09/85(ddmmyy)

Comments: MERITIOUS ADVANCEMENT TO E2

FLEET SHORE ASSIGNMENT

Date Assigned 040482(ddmmyy)

Initial Assignment PRECUMIRA, USS CAPE COD(AD-43)

Location: SAN DIEGO, CA (UIC: 21063)

N-C Assignment 9750

Comments:

Record ID 2067
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 060858
 Occ. Spec.:
 Ethnic S Mental Group Education Years 10 Discharge Type
 Comments: 29 OCT TAKEN TO ROOSEVELT ROADS NAVSTA PERS OFFICE FOR DISCHARGE.

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS / (ddmmyy) Navy Attrite Code (If Required)
 ECL ETLS Spanish Test (Percentile-National Norm)
 Comments:

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC (ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned:
 Assigned ART (If Required): Date Entered/Completed/Attrited (ddmmyy) Area of Remediation
 Company Staff Positions:
 Honor Graduate Flag Team Drill Team Choir CM-1 CM-2 CM-3
 ECL AFQT PC AR AD SI MK GI AS WK RGL NU MC GS EI VE
 Academic Tests: 1. / 2. / 3. / 4. / (RFAT)
 PT-Date Qualified 1. 2. 3. 4. Swim Qualified 5. FFTU
 Military Inspections (P,BR,L,B,I): Company DOT Type Grade

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training -

Location:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS / / (ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned (ddmmyy) Initial Assignment

Location:

N-C Assignment

Comments:

Technical Report 155

214

190

213

Record ID 2110
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 170660
 Orc. Spec.:
 Ethnic S Mental Group IIIU Education Years 14 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)
 ECL 37 ETLS 88 Spanish Test 69 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071261/090382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 053 /2342 /068
 Assigned ART (If Required): Date Entered/Completed/Attrited 211261/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 5.1 GM-2 9.6 GM-3 9.7

ECL 63 AFQT 49 AR 38 SI GI AS 35 RGL 9.6 MC 35 EI 40

AI CS 57 PC 40 AD MK 49 SP WK 43 NO 52 GS 36 VE 41

Academic Tests: 1. 128/352 2. 336/ 3. 360/ 4. 360/ (RFAT)

PT-Date Qualified 1. 171281 2. 090262 3. 040382 4. Swim Qualified 171281 5. FFTU 230282

Military Inspections (P,BR,L,B,I): Company	DOT	Type	Grade	Company	DOT	Type	Grade
068	3-3	P	S	068	3-4	I	S
	4-2	BR/B	S		4-5	L	U
	6-2	B	S		6-4	L	S
	6-5	I	S		7-2	P	S

Comments: ACADEMIC TEST 1, SECOND TRY: 206.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 160382/130482(ddmmyy)

Reason for Attrite

Class Standing

7 of 52

Date of Transfer 130482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

/ (ddmmyy)

Reason for Attrite

Class Standing

of

EAOS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 130482(ddmmyy)

Initial Assignment COMNAV MPAC

Location: HAWAII (UIC: 21048)

NIC Assignment 9780

Comments: ASSIGNED USS WILLIAMETTE (AD-180)

Record ID 2217

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOB 100658

Occ. Spec.:

Ethnic S Mental Group IIIU

Education years 16

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)

ECL 51 ETLS 98 Spanish Test 99 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071261/090382(ddmmyy) Navy Attrite Code (If Required)

Company (Training Unit) Assigned: 055 / 2342 / 068

Assigned ART (If Required): Date Entered/Completed/Attrited 211281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 6.4 GM-2 6.1 GM-3 8.5

ECL 69 AFQT 49 AR 43 SI GI AS 46 RGL 8.5 MC 47 EI 47

AI CS 54 PC 43 AD MK 54 SP WK 48 ND 46 GS 48 VE 46

Academic Tests: 1. 360/ 2. 296/ 3. 344/ 4. 320/ (RFAT)

PT-Date Qualified 1. 290182 2. 090282 3. 040382 4. Swim Qualified 290182 5. FFTU 230282

Military Inspections (P,B,R,L,B,I): Company			DOT	Type	Grade	Company	DOT	Type	Grade	
			068	3-3	P		068	3-4	I	S
				4-2	BR/B			4-5	L	S
				6-2	B			6-4	L	S
				6-5	I			7-2	P	S

Comments: QUALIFIED AS 3RD CLASS SWIMMER.

FOLLOW-ON SKILL TRAINING

Type of Skill Training -

Location:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments: RECEIVED NO FOLLOW ON SKILL TRAINING. ASSIGNED DIRECTLY TO FLEET.

FLEET SHORE ASSIGNMENT

Date Assigned 090382(ddmmyy) Initial Assignment NAS NORTH ISLAND

Location: SAN DIEGO, CA (UIC: 65566)

NEC Assignment

Comments:

Technical Report 155

192

217

218

Record ID 2396

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOB 141160

Occ. Spec.:

Ethnic S Mental Group IVL

Education Years 13

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)

FCL 66 ETLS 92 Spanish Test 44 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071251/270462(ddmmyy) Navy Attrite Code(If Required)

Company (Training Unit) Assigned: 055, 2342, / 083, 092, / 098

Assigned ART(If Required): Date Entered/Completed/Attrited 040162/120282(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 3.6 GM-2 8.0 GM-3 5.3

ECL 75 AFQT 19 AR 42 SI GI AS 31 RGL 8.0 MC 38 EI 37

AI CS 47 PC 34 AD MK 36 SP WK 37 NO 53 GS 32 VE 36

Academic Tests: 1. 216/328 2. 296/ 3. 224/288 4. 292/ (RFAT)

PT-Date Qualified 1. 211281 2. 140362 3. 260462 4. Swim Qualified 211281 5. FFTU 180482

Military Inspections (P,BR,L,B,I): Company

Company	DOT	Type	Grade	Company	DOT	Type	Grade
083	3-3	P	S	083	3-4	I	S
	4-2	BR/B	U				
092	3-3	P	S	092	3-4	I	S
	4-2	B	S		4-5	L	U
	6-2	BR/B	U		6-4	L	U
	6-5	I	S				
098	6-2	B	S	098	6-4	L	S
	6-5	P	S		7-2	P	S

Comments: ACADEMIC TEST 1, SECOND TRY: 200. ACADEMIC TEST 3, SECOND TRY: 240. SNR HAD GREAT DIFFICULTY WITH INSPECTIONS, PAID LITTLE ATTENTION TO DETAILS. ALSO EXPERIENCED DIFFICULTIES IN ACADEMIC TESTS AND VERBAL LANGUAGE SKILLS.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 040582/260582(ddmmyy)

Reason for Attrite

Class Standing 46 of 48

Date of Transfer 280582

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

(ddmmyy)

Reason for Attrite

Class Standing

of

EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 280582(ddmmyy)

Initial Assignment USS CARL VINSON (CV-70)

Location: NORFOLK, VA (20993)

NEC Assignment 9700

Comments:

Record ID 3117
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 120264
 Occ. Spec.:
 Ethnic 5 Mental Group IVU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 061081/301182(ddmmyy) Navy Attrite Code (If Required)
 ECL 24 ETLS 70 Spanish Test 49 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/060582(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054, 2342, / 080, 091, / 0101
 Assigned ART (If Required): Date Entered/Completed/Attrited 231281/080282(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 4.1 GM-2 3.9 GM-3 3.8

ECL 44 AFQT 25 AR 46 SI 28 GI 45 AS RGL 5.6 MC 43 EI 31

AI 38 CS PC AD 80 MK 41 SP 66 WK 30 ND 67 GS 36 VE

Academic Tests: 1. 200/250 2. 216/304 3. 312/ 4. 268/ (RFAT)

PT-Date Qualified 1. 181281 2. 040382 3. 020482 4. Swim Qualified 181281 5. FFTU 160482

Military Inspections (P,B,R,L,B,I): Company		DOT	Type	Grade	Company	DOT	Type	Grade
	080	3-3	P	U	080	3-4	I	S
		4-2	BR/B	S		4-5	L	S
	091	3-3	P	S	091	3-4	I	S
		4-2	B	S				
	101	3-3	P	S	101	3-4	I	S
		4-2	B	S		4-5	L	S
		6-1	L	S		6-2	BR/B	S
		6-4	L	S		6-5	I	S

Comments: MILITARY INSPECTIONS, C101: DOT: 7-2 --P--S. ADDITIONAL SCORES, ACADEMIC TEST 2: SECOND TRY, 205, THIRD TRY, 224. ACADEMIC AND COMMUNICATION PROBLEMS. CC NOTED THAT SNK HAS A STRONG DESIRE TO BE IN THE NAVY.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - A

Location: MERIDIAN, MS (UIC: 30128)

Date Entered/Compl/Attrited 040582/180682(ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS / / (ddmmyy)

Comments: YEDMAN SCHOOL: DROPPED, UNABLE TO ACHIEVE QUALIFYING TYPING SPEED.

FLEET SHORE ASSIGNMENT

Date Assigned 050682(ddmmyy) Initial Assignment USN H1M111Z (CVN-68)

Location: NORFOLK, VA (UIC: 03368)

N/C Assignment

Comments:

Record ID 3213
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 090963
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301161(dddmmyy) Navy Attrite Code (If Required)
 ECL 60 ETLS 74 Spanish Test 69 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071261/040382(dddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 052 /2342 / 063
 Assigned ART (If Required): Date Entered/Completed/Attrited 181261/130182(dddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 6.1 GM-2 5.8 GM-3 6.1
 ECL 74 AFQT 49 AR 38 SI GI AS 33 RGL 6.1 MC 42 EI 35
 AI CS PC 37 AD MK 44 SP WK 43 NU 54 GS 30 VE 40
 Academic Tests: 1. 872/ 2. 240/250 3. 344/ 4. 332/ (RFAT)
 PT-Date Qualified 1. 2. 030282 3. 010382 4. Swim Qualified 101281 5. FHU 170282
 Military Inspections (P,BR,L,B,I): Company DOT Type Grade Company DOT Type Grade

3-3	P	S	3-4	I	S
4-2	BR/B	S	4-5	L	S
6-2	BR/B	S	6-4	L	S
6-5	I	S	7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - AT (S)
 Location: ORLANDO
 Date Entered/Compl/Attrited 090382/010482(dddmmyy) Reason for Attrite Class Standing 44 of 57 Date of Transfer 010482
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Compl/Attrited / (dddmmyy) Reason for Attrite Class Standing of EACS 30/09/85(dddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned 010482(dddmmyy) Initial Assignment USS NEW JERSEY (BB 62)
 Location: LONG BEACH, CA (UIC: 03062)

NLC Assignment 9780
 Comments:

223

Technical Report 155

224

Record ID 3214

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOP 110459

Occ. Spec.:

Ethnic S Mental Group IVL

Education Years 15

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 061081/301182(ddmmyy) Navy Attrite Code (If Required)

ECL 46 ETLS 91 Spanish Test 59 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/190382(ddmmyy) Navy Attrite Code (If Required)

Company (Training Unit) Assigned: 052 / 2342 / 068

Assigned ART (If Required): Date Entered/Completed/Attrited 161281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 2.4 GM-2 7.1 GM-3 6.4

ECL 53 AFQT 18 AR 34 SI GI AS 46 RGL 6.4 MC EI 26

AI CS 52 PC 40 AD MK 51 SP WK 36 NO 62 GS 38 VE 37

Academic Tests: 1. 320/ 2. 288/ 3. 280/ 4. 304/ (RFAT)

PT-Date Qualified 1. 290182 2. 090282 4. Swim Qualified 290182 5. FFTU 230282

Military Inspections (P,BR,L,B,I): Company

DOT	Type	Grade	Company	DOT	Type	Grade
068	3-3	P	S	068	3-4	I
	4-2	BR/R	S		4-5	L
	6-2	B	S		6-4	L
	6-5	I	S		7-2	P

Comments: QUALIFIED AS 3RD CLASS SWIMMER.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 160382/230382(ddmmyy) Reason for Attrite Class Standing of Date of Transfer 230382

Additional Follow-on Skill Training Y

Type and Location of Training: JOBS ELECT, SSC, SAN DIEGO, CA

Date Entered/Compl/Attrited 230382/ (ddmmyy) Reason for Attrite Class Standing of EAOS / / (ddmmyy)

Comments: TRANSFERRED TO A-SCHOOL FROM AT. ASSIGNED TO IC SCHOOL UPON COMPLETION OF JOBS. AVERAGE 83. RECOMMENDED FOR ADVANCE TO E-4 (ACCELERATED ADVANCEMENT PROGRAM.) ASSIGNED TO DRA1/MDRT SCHOOL. CLASS CONVENES 22 NOV 82.

FLEET SHORE ASSIGNMENT

Date Assigned (ddmmyy)

Initial Assignment

Location:

NEC Assignment

Comments:

Technical Report 155

226

225

Record ID 3495

Marital Status S Pay Grade F1

Previous Military Experience NONE

DOB 251062

Occ. Spec.:

Ethnic S Mental Group IVU

Education Years 12

Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)

ECL 46 ETLS 85 Spanish Test 99 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/090382(ddmmyy)

Navy Attrite Code(If Required)

Company (Training Unit) Assigned: 052

/2542

/063

Assigned ART(If Required): Date Entered/Completed/Attrited 161281/130182(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 4.5 GM-2 6.7 GM-3 8.0

ECL 75 AFQT 24 AR 48 SI G1 AS 42 RCL 6.0 MC 38 EI 42

AI CS 51 PC 28 AD MK 46 SP WK 40 NO 57 GS 32 VE 36

Academic Tests: 1. 280/ 2. 253/ 3. 344/ 4. 324/ (RFAT)

PT-Date Qualified 1. 2. 030282 3. 010382 4. Swim Qualified 081281 5. FFTU 170282

Military Inspections (P,BR,L,B,I): Company DOT Type Grade

Company	DOT	Type	Grade
063	3-3	P	S
	4-2	BR/B	S
	6-2	BR/B	S
	6-5	I	S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 090382/010482(ddmmyy)

Reason for Attrite

Class Standing 32 of 57 Date of Transfer 010482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

(ddmmyy)

Reason for Attrite

Class Standing of

EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 010482(ddmmyy)

Initial Assignment USS NEW JERSEY (BB-62)

Location: LONG BEACH, CA (UIC: 03062)

NEC Assignment 9700

Comments:

Technical Report 155

Record ID 3556
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 011263
 Occ. Spec.:
 Ethnic 5 Mental Group IIIU Education Years 12 Discharge Type RPB
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 30 ETLS 86 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/260182(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054 /
 Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Readiness
 Company Staff Positions: N/A
 Honor Graduate Flag Team Drill Team Choir GM-1 3.8 GM-2 GM-3
 ECL 65 AFQT 49 AR 49 SI GI Ab 42 RGL 3.6 MC 35 EI 35
 AI CS 75 PC 28 AD HK 54 SP WK 36 ND 62 GS 32 VE 33
 Academic Tests: 1. / 2. / 3. / 4. / (RFAT)
 PT-Date Qualified 1. 2. 3. 4. Swim Qualified 5. FFTU
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade

Technical Report 155

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training -
 Location:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer
 Additional Follow-on Skill Training
 Type and Location of Training:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS / / (ddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned (ddmmyy) Initial Assignment
 Location:

NEC Assignment
 Comments:

230

Record ID 3576
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 250863
 Occ. Spec.:
 Ethnic S Mental Group IVU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)
 ECL 66 ETLS 96 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/040382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 055 /2342 /063
 Assigned ART (If Required): Date Entered/Completed/Attrited 211281/130182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir GM-1 5.3 GM-2 5.8 GM-3 7.3
 ECL 68 AFQT 21 AR 35 SI GI AS 39 RGL 7.3 MC 40 EI 47
 AI CS 46 PC 40 AD MK 46 SP WK 48 NO 50 GS 42 VE 45
 Academic Tests: 1. 288/ 2. 320/ 3. 328/ 4. 320/ (RFAT)
 PT-Date Qualified 1. 111281 2. 030282 3. 010382 4. Swim Qualified 281281 5. FFTU 171281
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade
 063 3-3 P S 063 3-4 I S
 4-2 BR/B S 4-5 L S
 6-2 BR/B S 6-4 L S
 6-5 1 S 7-2 P S

Comments: RECOMMENDED RECRUIT ASSISTANCE PROGRAM.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - A

Location: SSC GREAT LAKES, IL (UIC: 30626/3AAA)

Date Entered/Completed/Attrited 040382/160582(ddmmyy)

Reason for Attrite

Class Standing

of

Date of Transfer 160582

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Completed/Attrited / (ddmmyy)

(ddmmyy)

Reason for Attrite

Class Standing

of

EADS / / (ddmmyy)

Comments: JOBS: PASSED. MACHINIST MATE SCHOOL. DROPPED: LACK OF ACADEMIC KNOWLEDGE.

FLEET SHORE ASSIGNMENT

Date Assigned 160582(ddmmyy)

Initial Assignment USS VOLCAN (AR-5)

Location: NORFOLK, VA (UIC: 08808)

NEC Assignment

Comments:

Record ID 3586
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 251252
 Occ. Spec.:
 Ethnic S Mental Group IIIL Education Years 16 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 48 ETLS 92 Spanish Test 95 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/160382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 053 / 2342 / 068
 Assigned ART (If Required): Date Entered/Completed/Attrited 211281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 4.7 GM-2 4.5 GM-3 8.5
 ECL 72 AFQT 33 AR 52 SI GI AS RGL 6.5 MC 45 EI 54
 AI CS 48 PC 40 AD MK 49 SP WK 45 ND 45 GS 38 VE 43
 Academic Tests: 1. 344/ 2. 304/ 3. 272/ 4. 312/ (RFAT)
 PT-Date Qualified 1. 171281 2. 090282 3. 4. Swim Qualified 171281 5. FFTU 230282
 Military Inspections (P,BR,L,B,I): Company

DOT	Type	Grade	Company	DOT	Type	Grade
3-3	P	S		3-4	I	S
4-2	BR/B	S		4-5	L	U
6-2	B	S		6-4	L	S
6-5	1	S		7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - AT (S)
 Location: ORLANDO, FL
 Date Entered/Compl/Attrited 160382/130482(ddmmyy) Reason for Attrite Class Standing 15 of 52 Date of Transfer 130482
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/09/85(ddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned 090482(ddmmyy) Initial Assignment USS NEW JERSEY (BB 62)
 Location: LONG BEACH, CA (UIC: 03062)

NEC Assignment 9700
 Comments:

Technical Report 155

Record ID 3613

Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 070263

Occ. Spec.:

Ethnic S Mental Group IVL Education Years 12 Discharge Type

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 061061/301162(ddmmyy) Navy Attrite Code (If Required)

ECL 67 ETLS 100 Spanish Test 59 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071261/090382(ddmmyy) Navy Attrite Code(If Required)

Company (Training Unit) Assigned: 052 /2342 /063

Assigned ART(If Required): Date Entered/Completed/Attrited 161261/130182(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 4.5 GM-2 5.2 GM-3 6.1

ECL 74 AFQT 20 AR 42 SI 61 AS 37 R&L 6.1 MC 40 EI 47

AI CS 55 PC 43 AD MK 44 SP WK 52 ND 52 GS 32 VE 39

Academic Tests: 1. 328/ 2. 320/ 3. 288/ 4. 336/ (RFAT)

PT-Date Qualified 1. 030262 2. 010382 3. 4. Swim Qualified 101261 5. FFTU 170282

Military Inspections (P,B,R,L,B,I):	Company	DDY	Type	Grade	Company	DOT	Type	Grade
	063	3-3	P	S	063	3-4	I	S
		4-2	BK/B	S		4-5	L	S
		6-2	BR/B	S		6-4	L	S
		6-5	1	S		7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 090382/010482(ddmmyy) Reason for Attrite Class Standing 9 of 57 Date of Transfer 010482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 010482(ddmmyy) Initial Assignment USS NEW JERSEY (BB 62)

Location: LONG BEACH, CA (UIC: 03062)

NEC Assignment 9780

Comments:

Record ID 3694
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 161263
 Occ. Spec.:
 Ethnic 5 Mental Group IVU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 27 ETLS 83 Spanish Test 75 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/200482(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054 /2342 / 084
 Assigned ART (If Required): Date Entered/Completed/Attrited 231281/100282(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 3.0 GM-2 4.4 GM-3 7.6
 ECL 49 AFGT 23 AR 34 SI 30 GI 42 AS RGL 7.6 MC 37 EI 41
 AI CS PC AD 67 MK 32 SP 64 WK 38 ND 45 GS 36 VE
 Academic Tests: 1. 304/ 2. 344/ 3. 312/ 4. 312/ (RFAT)
 PT-Date Qualified 1. 181281 2. 110382 3. 050482 4. Swim Qualified 181281 5. FFTU 230382
 Military Inspections (P,B,R,L,B,I): Company DUT Type Grade Company DOT Type Grade
 084 3-3 P S 084 3-4 I S
 4-2 BR/B S 4-5 L S
 6-2 BR/B S 6-4 L S
 6-5 1 S 7-2 P S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - AT (S)
 Location: ORLANDO
 Date Entered/Compl/Attrited 200482/120582(ddmmyy) Reason for Attrite Class Standing 24 of 34 Date of Transfer 120582
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/19/85(ddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned 120582(ddmmyy) Initial Assignment: USS HOLLAND (AS 32)
 Location: CHARLESTON, SC (UIC: 04696)

NEC Assignment 9750
 Comments:

Technical Report 155

Record ID 3818
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 220762
 Occ. Spec.:
 Ethnic 5 Mental Group IVL Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 27 ETLS 12 Spanish Test 66 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/230282(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 054 /058 /
 Assigned ART(If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 7.6	GM-2	GM-3					
ECL 57	AFGT 18	AR 42	SI	G1	AS 30	RGL 7.6	HC 40	EI 37			
AI	CS 59	PC 37	AD	MK 42	SP	WK 30	ND 62	GS 34	VE 31		
Academic Tests: 1. 336/			2. 326/			3. 206/208			4. 376/ (RFAT)		
PT-Date Qualified 1. 181281			2.			3.			4. Swim Qualified 181281		
Military Inspections (P,B,R,L,B,I): Company			DOT			Type			Grade		
054			3-3			P			S		
			4-2			BK/B			S		
			6-2			BR/B			S		
058			6-4			L			S		
			7-2			P			S		

Comments: RECYCLED TO 6-1 BY ACADEMIC REVIEW BOARD. NEEDED MORE STUDY TIME. TWO STREETMARKS: UA FROM CO., MISUNDERSTANDING OVER TAKING TAPE. ONE HOUR DT FOR IMPROPER WATCH.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Completed/Attrited 230282/230382(ddmmyy) Reason for Attrite Class Standing 22 of 45 Date of Transfer 190382

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Completed/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/09/85(ddmmyy)

Comments: : : :

FLEET SHORE ASSIGNMENT

Date Assigned 190382(ddmmyy) Initial Assignment USS INCHON (LPH 12)

Location: NORFOLK, VA (UIC: 20009)

NEC Assignment 9720

Comments:

Record ID 3927
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 010457
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 16 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 86 ETLS 100 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: EXCEEDED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/050382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 052 /
 Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 7.3	GM-2	GM-3
ECL 86	AFQT 56	AR 46	SI	GI	AS 44	RGL 7.3
MC 49	EI 54	AI	CS 54	PC 57	AD	MK 59
SP	WK 53	NU 59	GS 54	VE 55		
Academic Tests: 1. 328/ 2. 328/ 3. 360/ 4. 352/ (RFAT)						
PT-Date Qualified 1. 141281 2. 070182 3. 010282 4. Swim Qualified 141281 5. FFTU 200182						
Military Inspections (P,BR,L,B,I): Company						
	DOT	Type	Grade	Company	DOT	Type
	052	3-3	P	S	052	3-4
		4-2	BR/B	S		4-5
		6-2	BR/B	S		6-4
		6-5	I	S		7-2
						P
						S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (A)

Location: ORLANDO

Date Entered/Compl/Attrited 040282/190382(ddmmyy)

Reason for Attrite

Class Standing 11 of 32

Date of Transfer 190382

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited

/ (ddmmyy)

Reason for Attrite

Class Standing of

EAOS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 190382(ddmmyy) Initial Assignment VA 87, VA 174

Location: CECIL FIELD JACKSONVILLE, FL (UIC: 63922);

NEC Assignment 9760

Comments:

Technical Report 155

204

241

242

Record ID 3985
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 051057
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 14 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 FCL 59 ETLS 91 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071261/090362(ddmmyy) Navy Attrite Code(If Required)
 Company (Training Unit) Assigned: 053 /2342 /071
 Assigned ART(If Required): Date Entered/Completed/Attrited 211261/250182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 5.1 GM-2 3.4 GM-3 5.8
 ECL 68 AFQT 49 AN 43 SI GI AS 44 RCL 5.8 MC 37 EI
 AI CS 54 PC 34 AD MK 44 SP WK 33 ND 57 GS 40 VE
 Academic Tests: 1. 312/ 2. 264/ 3. 200/224 4. 308/ (RFAT)
 PT-Date Qualified 1. 171281 2. 120262 3. 090382 4. Swim Qualified 171281 5. FFTU 200282
 Military Inspections (P,B,R,L,B,I): Company

DDT	Type	Grade	Company	DDT	Type	Grade
3-3	P	S		3-4	I	S
4-2	B	S		4-5	L	S
6-2	B	S		6-4	L	S
6-5	I	S		7-2	P	S

Comments: RECYCLED TO 5-5 DAY BY ACADEMIC REVIEW BOARD.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - A
 Location: SSC GREAT LAKES, IL (UIC: 30626/3AA)
 Date Entered/Compl/Attrited 160382/160682(ddmmyy) Reason for Attrite Class Standing of Date of Transfer 160682
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)
 Comments: MACHINIST MATE SCHOOL. AVERAGE: 86.67.

FLEET SHORE ASSIGNMENT

Date Assigned 130782(ddmmyy) Initial Assignment USS DALE (CG-19)
 Location: MIAMI, FL (UIC: 52690)

NEC Assignment
 Comments:

Technical Report 155

Record ID 3987
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 070957
 Occ. Spec.:
 Ethnic 5 Mental Group IVU Education Years 16 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301182(ddmmyy) Navy Attrite Code (If Required)
 ECL 53 ETLS 92 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/090382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 052 /2342 /071
 Assigned ART (If Required): Date Entered/Completed/Attrited 161281/250182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 3.4 GM-2 5.6 GM-3 5.6
 ECL 72 AFQT 22 AR 49 SI GI AS 39 RGL 5.6 MC 38 EI 47
 AI CS 43 PC 31 AD MK 53 SP WK 38 NU 49 GS 38 VE 37
 Academic Tests: 1. 360/ 2. 336/ 3. 328/ 4. 312/ (RFAT)
 PT-Date Qualified 1. 120282 2. 160382 3. 4. 5. 5. FFTU 280282
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade
 071 3-3 P S 071 3-4 I S
 4-2 B S
 6-2 B S
 7-2 F S

Comments:

FOLLOW-ON SKILL TRAINING
 Type of Skill Training - AT (S)
 Location: ORLANDO
 Date Entered/Completed/Attrited 160382/120482(ddmmyy) Reason for Attrite Class Standing 27 of 52 Date of Transfer
 Additional Follow-on Skill Training N
 Type and Location of Training:
 Date Entered/Completed/Attrited / (ddmmyy) Reason for Attrite Class Standing of EACS 30/09/85(ddmmyy)
 Comments:

FLEET SHORE ASSIGNMENT
 Date Assigned 120482(ddmmyy) Initial Assignment USS NEW JERSEY (BB 62)
 Location: LONG BEACH, CA (UIC: 03062)

NLC Assignment 9750
 Comments:

Technical Report 155

246

245

Record ID 4062
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 041259
 Occ. Spec.:
 Ethnic S Mental Group IVU Education Years 13 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 36 ETLS 84 Spanish Test 69 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071261/110262(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 055
 Assigned ART (If Required): Date Entered/Completed/Attrited (ddmmyy) Area of Remediation
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 11.7 GM-2 GM-3
 ECL 44 AFQT 22 AR 49 SI GI AS 35 RCL 11.7 MC 40 EI 56
 AI CS 54 PC 37 AD MK 44 SP WK 35 NU 53 GS 38 VE 35
 Academic Tests: 1. 272/ 2. 190/250 3. 250/ 4. 250/ (RFAT)
 PT-Date Qualified 1. 211281 2. 150182 3. 080282 4. Swim Qualified 211281 5. FFTU 270182
 Military Inspections (P,BR,L,B,I): Company DOT Type Grade Company DOT Type Grade
 055 3-3 P S 055 3-4 I S
 4-2 B S 4-5 L S
 6-2 B S 6-4 L S
 6-5 I S 7-2 P S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 110282/160382(ddmmyy) Reason for Attrite Class Standing of Date of Transfer 160382

Additional Follow-on Skill Training Y

Type and Location of Training: MACHINIST MATE SCHOOL, GREAT LAKES (UIC: 30626/3AA)

Date Entered/Compl/Attrited 160382/060882(ddmmyy) Reason for Attrite Class Standing of EACS 30/09/85(ddmmyy)

Comments: ACADEMIC AVERAGE: 85.99

FLEET SHORE ASSIGNMENT

Date Assigned 230882(ddmmyy) Initial Assignment USS YOSEMITE (AD-19)

Location: MIAMI, FL (UIC:04639)

NFC Assignment 9700

Comments:

Record ID 4139
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 120361
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 65 ETLS 96 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/160382(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 053 /2342 /068
 Assigned ART (If Required): Date Entered/Completed/Attrited 211281/200182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 4.5	GM-2 6.7	GM-3 7.6					
ECL 73	AFQT 49	AR 56	SI	GI	AS 46	RGL 7.6	MC 49	EI 47			
AI	CS 53	PC 43	AD	MK 51	SP	WK 43	NO 56	GS 46	VE 42		
Academic Tests: 1. 368/			2. 344/			3. 360/			4. 377/ (RFAT)		
PT-Date Qualified 1. 171281			2. 040382			3.			4. Swim Qualified 171281		
Military Inspections (P,BR,L,B,I): Company			DOT			Type			Grade		
			068			3-3			P		
						4-2			BR/B		
						6-2			B		
						6-5			I		

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 160382/130482(ddmmyy) Reason for Attrite Class Standing 1 of 52 Date of Transfer 130482

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 130482(ddmmyy) Initial Assignment USS NEW JERSEY (BB 62)

Location: LONG BEACH, CA (UIC: 03062)

NEC Assignment 9780

Comments:

Technical Report 155

250

Record ID 4237
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 270363
 Occ. Spec.;
 Ethnic S Mental Group IVL Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 39 ETLS 91 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/270182(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 053, 2342 / 072 / 084
 Assigned ART (If Required): Date Entered/Completed/Attrited 211281/270182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 4.1 GM-2 5.2 GM-3 4.3
 ECL 64 AFQT 20 AR 39 SI GI AS 49 RGL 5.2 MC 47 EI 42
 AI CS 45 PC 37 AD MK 46 SP WK 36 NU 60 GS VE
 Academic Tests: 1. 224/320 2. 344/ 3. 336/ 4. 332/ (RFAT)
 PT-Date Qualified 1. 120282 2. 110382 3. 050482 4. Swin Qualified 171281 5. FFTU 230382
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade

3-3	P	S	3-4	I	U
3-4	I	S	4-2	B	S
4-5	L	S	6-2	B	S
6-4	L	S	6-5	I	S
7-2	P	S			

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Comments: ACADEMIC TEST 1, SECOND TRY 176. HARD CARD NOTE: UNABLE TO MEET MINIMUM ACADEMIC STANDARDS. RECYCLED AND RETAINED BY DIRECTOR OF TECHNICAL TRAINING.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 200481/120582(ddmmyy) Reason for Attrite Class Standing 16 of 34 Date of Transfer 120582

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 120582(ddmmyy) Initial Assignment USS SARATOGA (CV-60)

Location: MAYPORT NB, JACKSONVILLE BEACH, FL (UIC: 03360)

NEC Assignment 9780

Comments:

Record ID 4439
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 180262
 Occ. Spec.:
 Ethnic S Mental Group IIIU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081001/301101(ddmmyy) Navy Attrite Code (If Required)
 ECL 30 ETLS 01 Spanish Test 66 (Percentile-National Norm)
 Comments: ACHIEVED PRARNG TECHNICAL LANGUAGE STANDARDS

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/060482(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054 / 2342 / 083
 Assigned ART (If Required): Date Entered/Completed/Attrited 231281/120282(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 6.4	GM-2 4.5	GM-3 5.1
ECL 59	AFGT 49	AR 36	SI 67	AS 35	RCL 6.4	MC 37
AI	CS 55	PC 34	AD	MK 39	SP	WK 43
Academic Tests: 1. 35/2		2. 26/4		3. 37/6		4. 33/2 (RFAT)
PT-Date Qualified 1. 181281		2. 080382		3. 300382		4. Swin Qualified 181281
Military Inspections (P,BR,L,B,I): Company		DOT	Type	Grade	Company	DOT
		054	3-3	P	S	054
			4-2	BR/B	S	
			6-2	BR/B	S	
			7-2	P	S	
		083	3-1	B	U	
			3-6	B	U	
			6-1	L	U	

Comments: NUMBER OF DTS FOR UNMILITARY PROCEDURES.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (F)

Location: ORLANDO

Date Entered/Comp/Attrited 060482/210582(ddmmyy)

Reason for Attrite

Class Standing 3 of 18 Date of Transfer 210582

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Comp/Attrited / (ddmmyy)

(ddmmyy)

Reason for Attrite

Class Standing of

of

EADS 04/10/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 210582(ddmmyy)

Initial Assignment SHORE INTER-MAINTENANCE

Location: NAVSTA NORFOLK, VA (UIC: 32770)

NEC Assignment 9760

Comments:

Record ID 4455
 Marital Status S Pay Grade F1 Previous Military Experience NONE DOB 260164
 Occ. Spec.:
 Ethnic S Mental Group IVL Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 13 ETLS 75 Spanish Test 68 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/110282(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 054
 Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Positions: NONE

Honor Graduate N	Flag Team N	Drill Team N	Choir N	GM-1 B.O	GM-2	GM-3
ECL 43	AFGT 17	AR 40	SI 35	GI 39	AS	RGL B.O
AI	CS 62	PC	AD 62	MK 47	SP 52	WK 35
Academic Tests: 1. 272/	2. 336/	3. 264/	4. /	(RFAT)		
PT-Date Qualified 1. 181281	2. 100182	3. 040282	4. Swin Qualified	5. FFTU		
Military Inspections (P,B,R,L,B,I): Company	054	3-3	P	S	054	3-4
		4-2	BR/B	S		4-5
		6-2	BR/B	S		6-4
		6-5	1	S		7-2

Comments: ASSIGNED MINIMOTOUR FOR FALLING ASLEEP ON WATCH.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (F)

Location: ORLANDO

Date Entered/Compl/Attrited 110282/120382(ddmmyy) Reason for Attrite Class Standing 22 of 22 Date of Transfer 120382

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS 30/09/85(ddmmyy)

Comments: HAD TROUBLE UNDERSTANDING ENGLISH BUT BELIEVE HE WILL MAKE A GOOD SAILOR IN THE FLEET. CC SAID, "I WOULD NOT MIND HAVING RIVERA WORKING FOR ME IN THE FLEET."

FLEET SHORE ASSIGNMENT

Date Assigned 120382(ddmmyy) Initial Assignment USS HULLAND (AS 32)

Location: CHARLESTON, SC (UIC: 04696)

NEC Assignment 9750

Comments:

Record ID 4498
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 181262
 Occ. Spec.:
 Ethnic S Mental Group IIIIV Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 18 ETLS 61 Spanish test 35 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071261/060582(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 055, 2342, /083, 095 /0101
 Assigned ART (If Required): Date Entered/Completed/Attrited 211261/120282(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE NONE

Honor Graduate N Flag Team N Drill Team N Choir N GM-1 6.4 GM-2 4.2 GM-3 6.7

ECL 32 AFQT 49 AR 44 SI 25 GI 39 AS RGL 4.2 MC 39 EI 31

AI 34 CS PC AD 46 MK 37 SP 54 WK 49 NO 46 GS 31 VE

Academic Tests: 1. 232/250 2. 152/176 3. 226/336 4. 284/ (RFAT)

PT-Date Qualified 1. 160282 2. 110362 3. 290482 4. Swim Qualified 250282 5. FFTU 070482

Military Inspections (P,BR,L,B,I):	Company	DOT	Type	Grade	Company	DOT	Type	Grade
	083	3-3	P	S	083	3-4	I	S
		4-2	BR/B	S		4-5	L	U
		6-5	I	I		7-2	P	S
	095	3-3	P	S	095	3-4	I	S
		4-2	B	S		4-5	L	S
		6-2	BR/B	S		6-4	L	S
		6-5	I	S		7-2	P	S

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (S)

Location: ORLANDO

Date Entered/Compl/Attrited 060582/100582(ddmmyy) Reason for Attrite Class Standing 21 of 26 Date of Transfer 100582

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments: SA HAS NO PROBLEM WITH DISCIPLINE, WEARS HIS UNIFORM WITH PRIDE. DOES HAVE A PROBLEM WITH ENGLISH. HE TRIES REAL HARD. ONCE HE LEARNS MORE ABOUT THE ENGLISH LANGUAGE, HE SHOULD DO WELL IN DAYS TO COME. HE LIKES THE NAVY, GETS ALONG GREAT WITH OTHERS.

FLEET SHORE ASSIGNMENT

Date Assigned 100582(ddmmyy)

Initial Assignment USS BREWTON (FF 1086)

Location: HAWAII (UIC: 20057)

NLC Assignment 9700

Comments:

Technical Report 155

258

257

Record ID 4547

Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 180455

Occ. Spec.:

Ethnic S Mental Group IVU Education Years 14 Discharge Type RMC

Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)

ECL 39 ETLS 89 Spanish Test 99 (Percentile-National Norm)

Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: marginally achieved course standards.

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC 071281/230282(ddmmyy) Navy Attrite Code (If Required)

Company (Training Unit) Assigned: 054 / 2342

Assigned ART (If Required): Date Entered/Completed/Attrited 071281/230282(ddmmyy) Area of Remediation READING/STUDY SKILLS

Company Staff Positions: N/A

Honor Graduate Flag Team Drill Team Choir GM-1 3.8 GM-2 4.2 GM-3

ECL 52 AFQT 21 AR 45 SI GI AS 35 RGL 4.2 MC 33 EI 33

AI CS 48 PC 31 AD MK 42 SP WK 41 NU 52 GS 34 VE 38

Academic Tests: 1. / 2. / 3. / 4. / (RFAT)

PT-Date Qualified 1. 2. 3. 4. Swim Qualified 5. FFTU

Military Inspections (P,BR,L,B,I): Company DOT Type Grade Company DOT Type Grade

Comments: CC AND INSTRUCTORS HAVE COUNSELED SNK MANY TIMES TO TRY AND BREAK "MENTAL BLOCK" AND TO HELP SNR LEARN ENGLISH, BUT TO NO AVAIL. RECOMMEND NAB BECAUSE OF INABILITY TO LEARN ENGLISH.

FOLLOW-ON SKILL TRAINING

Type of Skill Training -

Location:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS / / (ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned (ddmmyy) Initial Assignment

Location:

NEC Assignment

Comments:

Technical Report 155

Record ID 4571
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 161062
 Occ. Spec.:
 Ethnic 5 Mental Group IVU Education Years 12 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited RTC 071281/100282(ddmmyy) Navy Attrite Code (If Required)
 ECL 65 ETLS 98 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/100282(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 055 /2339 /058
 Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation
 Company Staff Position: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 7.6 GM-2 GM-3
 ECL 76 AFQT 22 AR 46 SI 61 AS 31 RGL 7.6 MC 47 EI 33
 AI CS 54 PC 34 AD MK 51 SP WK 39 NO 54 GS 38 VE 37
 Academic Tests: 1. 320/ 2. 232/272 3. 264/ 4. 272/ (RFAT)
 PT-Date Qualified 1. 211281 2. 050182 3. 100282 4. 5. 211281 5. FFTU 040282
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade
 055 3-3 P S 055 3-4 I S
 4-2 B S 4-5 L U
 058 6-2 B S 6-4 L S
 6-5 I S 7-2 P S

Technical Report 155

Comments: ASSIGNED 2339, SETBACK BECAUSE OF INCIDENT INVOLVING MONEY OF ANOTHER RECRUIT. SETBACK BECAUSE OF LACK OF TRUST BY COMPANY.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - A

Location: NTC GREAT LAKES

Date Entered/Compl/Attrited 100282/180682(ddmmyy) Reason for Attrite Class Standing of Date of Transfer 160682

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS / / (ddmmyy)

Comments: JOBS: PASSED. ENGINEMAN SCHOOL. AVERAGE: 88.31

FLEET SHORE ASSIGNMENT

Date Assigned 030782(ddmmyy) Initial Assignment USS FORT FISHER (LSD-40)

Location: SAN FRANCISCO, CA (UIC: 20015)

MLC Assignment

Comments:

262

Record ID 4643
 Marital Status S Pay Grade E1 Previous Military Experience NONE DOB 230559
 Occ. Spec.:
 Ethnic S Mental Group IVU Education Years 15 Discharge Type
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 29 ETLS 90 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/130482(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 052, 2342 / 074 /084
 Assigned ART (If Required): Date Entered/Completed/Attrited 171281/270182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: NONE
 Honor Graduate N Flag Team N Drill Team N Choir N GM-1 2.4 GM-2 2.4 GM-3 2.4
 ECL 57 AFQT 24 AR 41 SI GI AS 44 RGL 2.4 MC EI 44
 AI CS 42 PC 34 AD MK 39 SP WK 47 NU 54 GS 32 VE 42
 Academic Tests: 1. 152/336 2. 344/ 3. 256/ 4. 296/ (RFAT)
 PT-Date Qualified 1. 120282 2. 110382 3. 050482 4. Swim Qualified 120282 5. FFTU 230382
 Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade

3-3	P	S	3-4	I	S
4-2	B	S	4-5	L	U
6-2	BK/B	S	6-4	L	S
6-5	I	S	7-2	P	S

Comments: ACADEMIC TEST ONE, SECOND TRY, 128. EXTREME COMMUNICATION PROBLEMS. RETAINED BY DIRECTION OF DIRECTOR OF TECHNICAL TRAINING.

FOLLOW-ON SKILL TRAINING

Type of Skill Training - AT (A)

Location: ORLANDO

Date Entered/Compl/Attrited 130482/140582(ddmmyy) Reason for Attrite Class Standing 29 of 32 Date of Transfer 140582

Additional Follow-on Skill Training N

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS 30/09/85(ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned 140582(ddmmyy) Initial Assignment USS SARATOGA (CV-60)

Location: MAYPORT NS, JACKSONVILLE, FL (UIC: 03360)

NEC Assignment 9700

Comments:

Record ID 4822

Marital Status S Pay Grade E1

Previous Military Experience NONE

DOB 101062

Occ. Spec.:

Ethnic 5 Mental Group

Education Years 12

Discharge Type

Comments: SNR WAS CHOPPED FROM PROGRAM PRIOR TO DEPARTURE. PROBLEM WAS A LACK OF ABILITY TO EXPRESS HIMSELF IN ENGLISH.

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)

Date Entered/Completed/Attrited PRARNG/ETLS / (ddmmyy) Navy Attrite Code (If Required)

ECL ETLS Spanish Test 31 (Percentile-National Norm)

Comments:

RECRUIT TRAINING COMMAND (RTC), ORLANDO

Date Entered/Completed/Attrited RTC / (ddmmyy) Navy Attrite Code (If Required)

Company (Training Unit) Assigned:

Assigned ART (If Required): Date Entered/Completed/Attrited / (ddmmyy) Area of Remediation

Company Staff Positions:

Honor Graduate Flag Team Drill Team Choir GM-1 GM-2 GM-3

ECL AFQT PC AR AD SI MK G1 SP AS WK RGL ND MC EI VE

Academic Tests: 1. / 2. / 3. / 4. / (RFAT)

PT-Date Qualified 1. 2. 3. 4. Swim Qualified 5. FFTU

Military Inspections (P,B,R,L,B,I): Company DOT Type Grade Company DOT Type Grade

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training -

Location:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Compl/Attrited / (ddmmyy) Reason for Attrite Class Standing of EADS / / (ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned (ddmmyy) Initial Assignment

Location:

NEC Assignment

Comments:

Record ID 4989
 Marital Status S Pay Grade E1 Previous Military Experience ROTC DOB 051059
 Occ. Spec.:
 Ethnic 5 Mental Group IIIU Education Years 14 Discharge Type RDI
 Comments:

PUERTO RICO ARMY NATIONAL GUARD/ENGLISH TECHNICAL LANGUAGE SCHOOL (PRARNG/ETLS)
 Date Entered/Completed/Attrited PRARNG/ETLS 081081/301181(ddmmyy) Navy Attrite Code (If Required)
 ECL 54 ETLS 81 Spanish Test 99 (Percentile-National Norm)
 Comments: ENGLISH TECHNICAL LANGUAGE SCHOOL: ACHIEVED COURSE STANDARDS.

RECRUIT TRAINING COMMAND (RTC), ORLANDO
 Date Entered/Completed/Attrited RTC 071281/060182(ddmmyy) Navy Attrite Code (If Required)
 Company (Training Unit) Assigned: 053 / 2342 /
 Assigned ART (If Required): Date Entered/Completed/Attrited 211281/060182(ddmmyy) Area of Remediation READING/STUDY SKILLS
 Company Staff Positions: N/A
 Honor Graduate Flag Team Drill Team Choir GM-1 4.5 GM-2 3.2 GM-3
 ECL 68 AFQT 49 AR 42 SI 61 AS 37 RGL 3.2 MC 42 EI 47
 AI CS 43 PC 43 AD MK 39 SP WK 47 ND 39 GS 34 VE
 Academic Tests: 1. / 2. / 3. / 4. / (RFAT)
 PT-Date Qualified 1. 2. 3. 4. Swim Qualified 5. FFTU
 Military Inspections (P,B,R,L,B,I): Company DUT Type Grade Company DOT Type Grade

Comments:

FOLLOW-ON SKILL TRAINING

Type of Skill Training -

Location:

Date Entered/Comp/Attrited / (ddmmyy) Reason for Attrite Class Standing of Date of Transfer

Additional Follow-on Skill Training

Type and Location of Training:

Date Entered/Comp/Attrited / (ddmmyy) Reason for Attrite Class Standing of EAOS / / (ddmmyy)

Comments:

FLEET SHORE ASSIGNMENT

Date Assigned (ddmmyy) Initial Assignment
 Location:

NEC Assignment

Comments:

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APPENDIX I

COMPARATIVE DATA ON INDIVIDUAL TRAINING EVALUATIONS

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This appendix provides more illustrative data on the PRARNG performance on standardized tests and military performances. Individual identities are coded in compliance with the Privacy Act contained in USC 301, Department Regulations, Department of the Navy.

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Table I-1 summarizes the English Comprehension Level Test. The pretest scores were obtained prior to beginning ETLs training. Posttest scores were obtained at RTC Orlando before placement in training companies.

TABLE I-1. ENGLISH COMPREHENSION LEVEL TEST

STUDENT	PRE	POST	GAIN
3927	86	86	-
1114	70	82	12
1251	68	76	8
3613	67	74	7
3576	66	68	2
2396	66	75	9
4571	65	76	11
4139	65	73	8
2313	60	74	14
3985	59	68	9
1191	58	65	7
1195	55	63	8
2043	54	70	16
4989	54	68	14
3987	53	72	19
2217	51	69	18
3586	48	72	24
3495	46	75	29
3214	46	53	7
4547	39	52	13
1213	39	62	23
4237	39	64	25
2110	37	63	26
4062	36	44	8
1532	36	61	25
4439	30	59	29
3556	30	65	35
4643	29	59	30
1292	29	66	37
3818	27	57	30
3117	24	44	20
3694	27	49	22
4498	18	32	14
4455	13	43	30
Mean	46.7	64	+17

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Test of Reading Spanish, Level 5 was administered at RTC Orlando prior to placement in training companies. Table I-2 presents the results of the test.

TABLE I-2. TEST OF READING - SPANISH, LEVEL 5

	RAW SCORE	PERCENTILE
3927	105	99
1213	55	79
4822	21	31
1195	50	71
3213	47	69
3586	81	99
3117	38	49
1251	70	99
2217	78	99
3694	53	75
4547	68	99
3214	42	59
4989	74	99
4337	65	99
4517	70	99
4062	48	69
4498	26	35
1191	73	99
3576	70	99
3495	61	99
3556	65	99
1114	51	72
2396	35	44
4139	71	99
4643	60	99
4455	46	68
3935	63	99
1532	56	82
2110	47	69
2043	80	99
2067	85	99
3613	42	59
3987	67	99
3818	45	66
4439	45	66
1292	45	66
Mean	58	93

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Table I-3 presents the results of the Gates-MacGinitie Reading Test, Level D, which is administered to all Navy recruits during the first week of recruit training. Recruits are retested upon completion of the ART program.

TABLE I-3. RESULTS OF GATES-MACGINITIE READING TEST

	INITIAL TESTING	COMPLETION OF ART
3927**	7.3	**
1213	3.2	4.7
4822	*	*
1195	5.8	11.1
3213	6.1	5.8
3586	4.7	8.5
3117	4.1	5.8
1251	10.4	**
2217	6.4	8.5
3694	3.0	7.6
4547	3.8	4.2
3214	2.4	6.4
4989	4.5	3.2
4337	4.1	4.3
4517	7.6	**
4062**	11.7	**
4498	6.4	6.7
1191**	8.0	**
3576	5.3	7.3
3495	4.5	8.0
3556	3.8	*
1114	5.6	6.4
2396	3.6	5.3
4139	4.5	7.6
4643	2.4	2.4
4455**	8.0	**
3985	5.1	5.8
1532	12.5	**
2110	5.1	9.7
2043	7.0	8.0
2067	*	*
3613	4.5	6.1
3987	3.4	5.6
3818**	7.6	**
4439	6.4	5.1
1292	12.5	9.1
n34	5.9	7.2

*Discharged.

**Not assigned to ART.

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Table I-4 summarizes the calendar days in training for PRARNG personnel.

TABLE I-4. PRARNG PILOT RT CALENDAR DAYS IN TRAINING

RECRUIT	ART	RT	TOTAL RTC ORLANDO	AT	TOTAL DAYS RTC/AT
1292	25	111	136	*	136
3818		85	85	28	113
4439	51	89	140	45	185
3927		59	59	28	87
1213	35	64	99	28	127
1195	30	78	108	28	136
3213	26	65	91	24	115
3586	30	69	99	24	123
3117	47	103***	150	*	150
1251		65	65	*	65
2217	30	62	92	*	92
3694	48	85	133	22	155
4547 discharged 23 Feb	53	18	71		71
3214	35	64	99	7**	106
4989 discharged 12 Jan	22	14	36		36
4237	31	97	128	22	150
4517		65	65	*	65
4062		66	66	30	96
4498	53	97***	150	35	185
1191		66	66	23	89
3576	23	64	87	*	87
3495	28	64	92	24	116
3556 discharged 22 Jan		52	52	*	52
1114	33	59	92	23	115
2396	38	102	140	24	184
4139	30	69	99	28	127
4643	34	86	120	31	151
4455		66	66	29	95
3985	35	64	99	*	99
1532		66	66	27	93
2110	30	62	92	31	123
2043	28	71	99	22***	121
3613	28	64	92	23	115
3987	41	52	93	27	120
Mean Number of Days	35	70	95	27	114

*Assigned to "A" school.

**Reassigned to "A" school before completing AT.

***Training extended one week due to company disciplinary action.

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Table I-5 summarizes the number of setbacks incurred by regular recruits in the training companies.

TABLE I-5. SUMMARY OF SETBACKS IN TRAINING REGULAR RECRUITS

Company No.	Number of Recruits	Assigned ART	Failed One Academic Test	Failed Two or More Academic Test	Academic Setback	Non-Academic Setback
C052	67	0	6	5	4	6
C053	68	2	7	1	1	1
C054	69	3	3	6	0	4
C055	72	2	2	2	2	5
C058	69	3	9	1	0	6
C063	71	1	10	2	2	2
C065	66	2	6	3	0	2
C068	70	2	7	1	0	3
C071	76	2	3	3	3	2
C077	76	1	8	4	2	5
C083	72	4	7	0	12	0
C084	80	2	7	4	0	4
C085	75	3	8	2	1	3
C098	73	1	6	3	0	8
C101	<u>78</u>	<u>4</u>	<u>11</u>	<u>5</u>	<u>6</u>	<u>1</u>
Total	1,082	32	100	42	33	52

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Table I-6 summarizes the causes of training setbacks for the PRARNG recruits.

TABLE I-6. SUMMARY OF SETBACKS IN TRAINING PRARNG PILOT GROUP

Company No.	Number of Recruits	Assigned ART	Failed One Academic Test	Failed Two or More Academic Tests	Academic Setback	Non-Academic Setback
C052	1					
C053	1		1			
C054	2					
C055	2		1			
C058	2		1	1		2
C063	4	4	1			
C065	1	1	1			
C068	6	6	1			
C071	3	3	1		1	
C077	1	1	1		1	
C083	1	1				
C084	3	3	2			
C095	1	1		1	1	
C098	1			1	1	
C101	<u>2</u>	<u>2</u>	<u>—</u>	<u>2</u>	<u>—</u>	<u>—</u>
Totals	31	22	10	5	4	2

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APPENDIX J

SUMMARY OF INTERVIEWS WITH NAVY COMPANY COMMANDERS
ASSIGNED TO CAMP SANTIAGO

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TAPE COMMENTS FROM COMPANY COMMANDER

Assigned to

THE ENGLISH TECHNICAL LANGUAGE SCHOOL
PUERTO RICO ARMY NATIONAL GUARD

Conducted by the

TRAINING ANALYSIS AND EVALUATION GROUP
Orlando, Florida 32813

INTRODUCTION. The below tape recording was conducted at the English Technical Language School (ETLS) at Camp Santiago, Puerto Rico on 19 November 1981. The interview was conducted by Mr. D. R. Copeland from TAEG with AKCS J. A. Laymen, USN and PMC T. L. Clark, USN. Senior Chief Laymen and Chief Clark were the two Navy Company Commanders assigned to the ETLS from the Recruit Training Command, Orlando. These two company commanders were the Navy representatives at Camp Santiago and were responsible for the Navy leadership and military training for the 36 Navy recruits. The tape below does not attempt to identify the speakers and has had minor editing for clarification. Its purpose was to capture the thought of the company commander while still in the environment of Camp Santiago and the U.S. Naval Station Roosevelt Roads.

THE TAPE

COMPANY COMMANDER (CC)

We started making a list of pros and cons on the (ETLS) school. We broke (this evaluation) into several headings. One of them is Health and Welfare and then we further subdivided it into various subheadings. Each one of the subheadings we divided into Camp Santiago vs. U.S. Naval Station, Roosevelt Roads so that we can compare advantages of both places.

CC. Starting off, the barracks at Camp Santiago have no air conditioning and are poorly screened. They have rough, cracked concrete decks and are hard to clean. The lighting is good. There's no scuttlebutt inside the barracks; they (the recruits) have to leave the barracks and go over to the Head to find a scuttlebutt. If it's raining or something like that, they have to run through the rain. There's no lounge in there (barracks) or office space, no place really for them (the recruits) to study or to write letters; naturally they cannot sit on their bunks so that leaves them their war lockers (foot-lockers) to sit on. The bunks have seen better days. All the students, Army, Navy, whichever, complain of back problems from sleeping on these bunks. The lockers are basically cruise boxes. Army style footlockers. It's hard to teach the Navy recruits how to stow (clothing). We can teach them how to fold, but we can't teach them how to stow because of the cruise boxes. Plus, (when the recruits) close them up with their clothes it is essentially air tight.

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CC. Over at (U.S. Naval Station) Roosevelt Roads you still have the same problem. You don't have any air conditioning at Roosevelt Roads (barracks) and the barracks are very poorly screened. Lighting is not as good as at Camp Santiago.

TAEG. Is the screening a real problem, heavy fly area?

CC. Definitely, mosquitos are very bad; also, a type of gnat called "meemies." Since the weather has cooled off, that has stopped somewhat.

CC. There are some barracks over there (Roosevelt Roads) that they realized are substandard and they only use them for occasional purposes. Those are very poorly lit. They are divided into cubicles with four bunks per cubicle which is alright for regular sailors, but not for training recruits. The bunks over there are outstanding. The recruits really like the bunks. The insects eat them up over there (Roosevelt Roads).

TAEG. Worse than here?

CC. Much worse than here. Insects over there (Roosevelt Roads) are much worse than over here. They have the meemies over there. We don't have meemies here. The barracks (at Roosevelt Roads) are sitting right next to the hills. They are surrounded by hills. The breeze is not allowed to flow right through it and mosquitos and meemies collect there in the valley. As a matter of fact, the barracks over there are hotter than the barracks over here.

TAEG. Because of that same factor?

CC. Yes. What I think is the remedy--if they were to screen it properly. If you have proper screening, most of the bug problems would be solved. There were four bug "whackers" (lights) inside there. One works usually and if it wasn't for the bug "whackers" (lights), these kids would be eaten up. We put it next to the largest hole in the screen.

TAEG. The Heads here at Camp Santiago are separate from the barracks--right?

CC. Yes sir!

TAEG. The Head is part of the barracks at Roosevelt Roads.

CC. Yes

TAEG. Is there a problem in the Head area like when we were up there yesterday; say it's the Army's turn to clean up then the Navy's turn, is that a problem? Can the Army Drill Sergeants and Navy Company Commanders work this out?

CC. It's not a major problem. It's not something that cannot be solved. But, comparing the standards at RTC Orlando with the standards they use

here, I think the cleanliness is not properly supervised. They do not have enough cleaning material.

TAEG. Is one of the recommendations of rehab that you probably will want to recommend is to put stalls where the water closets (toilets) are.

CC. Not only that, I would recommend that if it be kept in the same place, at least put a walkway to cover the passageway from the Head to the barracks. That should keep them out of the rain. If they slip or fall, they could kill themselves. That's true about the partition on the toilet, because the toilet is so close to the sink. If you have a guy sitting on the toilet and a guy shaving at the sink there won't be six inches between them, especially if the guy shaving bends over. Female Heads are partitioned at Camp Santiago.

TAEG. In the female area, is the Head separate from the barracks?

CC. Yes sir.

CC. They (the Heads) are poorly lit, only every other sink has a bulb and that's only occasionally.

TAEG. Is that a logistics problem vs. they don't have the fixtures?

CC. No, it's a logistics problem. Lack of the bulb. Almost all problems are money. The Army Guard does not have the money.

CC. The showers are typical Navy gang type showers, but the concrete in there is very rough poured and unsanitary. It's almost impossible to clean all the cracks and crevices plus the amount of cleaning gear they (National Guard) can afford to spend over there (barracks). It's not really enough to spend over there.

TAEG. The lack of cleaning gear, in general--is this a money problem?

CC. Yes, we are talking money, now.

TAEG. Is cleaning gear controlled quite heavily?

CC. They give you a little better than a cup of Lysol or whatever. You see you have to do with that for cleaning and it's definitely controlled. There are not enough swabs and brooms. All cleaning gears is not in sufficient amount.

CC. One important thing I forgot to mention here is office space for Company Commanders. We need an office to counsel the recruits. There's no privacy whatsoever for any counseling.

CC. Roosevelt Roads Heads, in my estimation, are not much better. There is a ceramic tile all around but they're all cracked and the grout is worn down so it's hard to get in between the cracks and clean it out. Every time we go over there, we have to have a field day in the Head. The lighting is so

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poor over there, it never looks to be sanitary. Even though it doesn't smell bad, it won't stay that way long.

TAEG. Do you have a problem getting cleaning equipment over there?

CC. No sir, they give us cleaning equipment.

TAEG. The dining facilities--I guess will be a next subtopic.

CC. You have eaten over here (Camp Santiago); there's no air conditioning. A month ago the place was an oven inside. They do have some large 30 inch fans they put up for cross circulation. This is a clean place (mess hall)--it's a homey atmosphere.

TAEG. When they use the four man tables, do they have any procedures as to how I sit at the four man tables?

CC. Yes sir. As you come in, you fill up the tables closest to the serving line and then they try to keep the tables closest to the serving line full and when one person gets up, they fill up the empty seat. With the amount of time they have to eat and the amount of time it takes to go through the serving line, they are never able to fill all the tables up all the way over against the far wall. Usually, they keep them in the first two rows of tables.

TAEG. Do they have an NCO or Drill Sergeant supervising the sitting?

CC. Yes, the Drill Sergeant and us. If we see anyone not doing it according to plan, he is reprimanded on the spot. But they don't normally harass them at mealtime.

TAEG. You mentioned KP duty. Do they use a duty roster to accomplish this?

CC. Yes, they use an alphabetical duty roster involving five persons per day.

TAEG. How often will an individual get KP.

CC. It is about every 30 days.

(Note: The Army, service-wide, uses the duty roster concept. They do not have a Ships' Workweek in basic training).

CC. Yes, he's going to get it two or three times while he is here.

TAEG. Is this duty under pretty good supervision?

CC. Yes sir--it is well controlled, better than some Navy activities.

TAEG. On the ration themselves, you can, get me a menu?

CC. Yes Sir, they follow the Army menu which is going to be very close to what the Navy is using.

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CC. The Captain (CPT Luna) and I were talking about it (menu) one day and he says the menu they are following now is the old Army menu and it's a 14 day menu and the Army (CONUS) now has a 30 day menu. They plan on changing that 30 day menu.

TAEG. What they may be doing is substituting somewhat due to the cultures. They may reflect the environment and culture.

CC. This I know for a fact, that this menu is made for Puerto Ricans. Rice and beans almost every day. Rice is definitely a thing that's in the menu. In the morning and in the afternoon. The food in general leads high in fat content, high starch, high protein, when you give them rice and beans. But it's real low in fresh fruits, salads, and things like that. It is not that they (National Guard) don't want to serve differently everything. Here again, it is a money problem.

TAEG. How is the Navy mess?

CC. The mess at the Navy is the typical Navy galley. Very plain, very new, very modern, very efficient. The kids really enjoy that--a complete change from one side to the other side.

TAEG. You march them to the galley (Roosevelt Roads)?

CC. No sir, we bus them because the barracks is about eight miles to the galley. Over at Roosevelt Roads anything you want to do, the distance is detrimental. You have to go by bus because it takes forever to go.

TAEG. On the bus--you pick that bus up on Friday afternoons and is that bus with you until you return here?

CC. Yes sir. We take it back Sunday just prior to leaving Roosevelt Roads. They provided a driver to bring us back over here. They supply a bus driver to pick us up on Friday but we are the bus drivers. Which is something any other (Company Commander) that is sent down here will have to get a bus driver license for at least 36 passengers.

TAEG. Did you have to get it when you got down here?

CC. Yes sir, we got it before.

TAEG. Then you knew about it ahead of time.

CC. Yes sir. There's no way you can move people around Rosey (Naval Station) without a bus. Regardless of where you are at, it's 10 miles to the next place.

TAEG. The driver assigned--is he military type or civilian or what?

CC. Civilian.

TAEG. Public Works civilian employee?

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CC. Yes. He comes here, picks us up and then he brings us back from Roosevelt Roads. Running this bus back and forth from the dining facility, by the time you load the kids (recruits) up and make that 15 minute drive over there, unload the kids, run them through the crew line, get them fed and everything it takes anywhere from 1 hour to an hour and a half per meal. If you have an Air Wing here, or some activity like that in here (Naval Station) it takes longer.

TAEG. Do you have an envelope of time, like we are going to serve chow from 1100 to 1300 or something like that and then you can go anytime in that envelope?

CC. Yes sir. But you may get there and there may be a 1,000 people at the galley. The galley has a pretty good idea which is the slow time and that's usually when we take them. The slow time is usually dead center of the time envelope and we try to get our people in at that time. They have an initial rush and then they have the last minute tail end rush. We try to get between those two groups.

TAEG. Is there any logistic problem in getting them through there? For example, anything you have to sign for them.

CC. Yes sir. They have meal passes--when they go through, they put down the number of their meal pass.

TAEG. Do they have to sign something?

CC. They have to sign the roster, beside their meal pass, they have to show their pass, sign their name, and put their meal pass number on the roster.

TAEG. Has there been any harassment to the Navy recruits from the regular sailors centers?

CC. A little bit, I think that even in Orlando itself, if they go to the other side, laugh, giggle, or a little joke now and then. That's expected. Nothing hard or heavy because they were advised by their own skipper or CO of the base that they should recognize what the program is and should be treated as such. I don't recollect any harassment actually inside the galley itself. We encourage them to talk to the regular sailors because of the English give and take situation. So, we don't keep them under the same tight restraint as you would in a normal RTC galley. We try to keep them all sitting in one area of the galley but we don't make them clump together if they don't want to. Some of them form friendships, and people tend to eat at the same time everyday and so our people have got so they sit with that sailor, this sailor, this young lady, that young lady, and makes them use their English that way which is another reason that it takes us longer to get out of there.

TAEG. What is the time from here (Camp Santiago) to Roosevelt Roads?

CC. About 1 hour and 45 minutes, or about 2 hours. Sometimes it is bad, sometimes it is slow, depends on time of day.

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TAEG. You still have the travel situation when someone gets sick after hours.

CC. If they need to be seen the next day you have to make the decision if they are going to stay over or come back the next day. Very often, it's better to come back here instead of staying at the Transient Barracks (Naval Station) because while you were gone somebody else might get sick. We try to set up appointments for Friday and Monday, whereby we won't have to come back here until after the recruit has made sick call. But quite a few times, it has to work out that we had emergency.

TAEG. If you put them in the transient barracks, would you normally stay over too?

CC. No sir. They stay in the same building where they usually stay on Monday through Sunday and we stay in room 206, transient barracks. That's when you all would stay also during the week.

TAEG. In the transient barracks?

CC. Yes sir, in the transient barracks, on the weekend, right next door, room 733. Normal doctor type appointments. If it's an emergency they have ambulance here on base (Camp Santiago) and you have to go down and check it out of the motor pool and then they take them to the closest civilian facilities. The closest is here in Salinas--it takes about 15 minutes to get there. It doesn't have a lot of facilities. If they say you have to go someplace else, well then they usually send them to Guaymas or Ponce and that's 45 minutes. Either way.

It's a public hospital whereby depending on what type of emergency they ascertain you have, you come in. They may have 15 or 20 patients waiting. You would have to wait and that takes forever.

TAEG. Have you had anything like that yet?

CC. Yes sir, like the guy with the high blood pressure. The whole thing started about 5 o'clock in the afternoon and we ended up being with the patient at Roosevelt Roads until 1:30 in the morning.

End of Tape

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